



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
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DOUGLAS H. FISHER  
*Secretary*

To: School Business Administrators, Charter School Leads;  
Non Public School Administrators; Food Service Directors

From: Arleen Ramos-Szatmary, Coordinator *Arleen Ramos-Szatmary*  
School Nutrition Programs

Date: April 13, 2018

Subject: Upcoming deadlines for SFA's completing contracts in the Electronic Contract Approval System (ECAS)

The State Agency is looking forward to the use of the Electronic Contract Approval System (ECAS). School Food Authorities (SFAs) completing contracts for fixed price FSMC, Commercial Vendors, SFAs to SFAs, and Consolidation Agreements must take note of the deadlines listed below for State Agency submission of required documentation.

### **Deadlines for FY 18-19**

**April 30, 2018** FSMC Change Requests

**May 31, 2018** Commercial Vended Contracts (Base Year); Cost Reimbursable FSMC Addendums

**June 30, 2018** FSMC Base Year Contracts; SFA to SFA contracts; Consolidation Agreements

Additionally, please note that contracts in SNEARS resources section are the formats for your reference only. The system will be producing the actual contract after the completion of the required sections in ECAS.

Failure to adhere to these deadlines may jeopardize SY 18-19 reimbursement.

Questions or concerns can be directed to Nani Lepicard at 609-984-0698 or via email to [Nani.Lepicard@ag.nj.gov](mailto:Nani.Lepicard@ag.nj.gov)