



## State of New Jersey

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

From: Arleen Ramos-Szatmary, Coordinator  
School Nutrition Programs

Date: November 10, 2014

Subject: Local Education Agencies (LEAs) contracting with Food Service Management Companies (FSMCs) and Commercial Vendors intending to participate in the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals Program

The School Nutrition Program and Child and Adult Care Food Program (CACFP) Units have been working collaboratively to streamline the application process for LEAs that want to participate in the CACFP At-Risk Afterschool Meals Program.

In an effort to ensure that procurement and all applicable State and Federal laws are adhered to, in addition to the requirements for participation, **LEAs contracted with a FSMC/Commercial Vendor that plan to participate in the CACFP At-Risk Afterschool Meals Program for School year 2015-16 must implement the Bid or Request for Proposal (RFP) process to ensure open and free competition. LEAs that intend to add the At-Risk Afterschool Meals Program in the future must include it in the specifications.**

Please consult your school district attorney to ensure that your sponsorship, participation and procurement process in the CACFP At-Risk Afterschool Meals Program is in compliance with all applicable federal, state, and local laws.

Your attention to this matter is greatly appreciated.

If you have any questions please call Elizabeth Vukovic-Gartlan at 609-984-1250.

Enclosures:

CACFP At-Risk Afterschool Meals Program Fact Sheet

Contracting with FSMCs Fact Sheet

Commercial Vendor Contract/Addendum Fact Sheet