




## State of New Jersey

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

To: Directors of Private Schools for Students with Disabilities

From: Arleen Ramos-Szatmary, Coordinator   
School Nutrition Programs

Date: July 19, 2018

Subject: Allowable Costs for Meals in Accordance with N.J.A.C. 6A:23A-18.23

In accordance with *N.J.A.C. 6A:23A-18.23*, the cost for meals which meet the nutritional requirements of the New Jersey Department of Agriculture School Nutrition Programs *may be* an allowable cost when calculating the certified actual cost per pupil charged to public schools, *provided that a non-profit school has also complied with N.J.A.C. 6A:23A-18.23(a), (a)1 and (b) or a for profit private school has also complied with N.J.A.C. 6A:23A-18.23(a), (a)2 and (b).* Private schools for students with disabilities that *do not* currently participate in the National School Lunch Program and the School Breakfast Program should review the attached information and submit the requested menus to obtain written approval from the School Nutrition Programs.

Enclosed are the Lunch and Breakfast Meal Patterns, which explains the meal pattern requirements for both meals. Portion sizes for each component are also listed on the charts, and are based on the grade groupings of students in your school. By following the information on these charts, meals served at your school will meet federal regulations as required by the Healthy Hunger-Free Kids Act of 2010. Key requirements also include:

- Milk must be low fat (1%) unflavored, fat free unflavored or fat free flavored.
- Vegetables offered over each week must comply with the sub-category requirements indicated on the "School Meal Pattern Vegetable Sub-Groups Fact Sheet" enclosed.
- Grains offered must be whole grain-rich: enclosed please find the "School Lunch Meal Pattern Grains Fact Sheet" for further guidance.

Prior to submitting the menu(s), the ["Overview of the National School Lunch Program Meal Pattern/Menu Planning" Webinar](#) must be viewed by the Menu Planner of your school. Enter all required information.

To begin the approval process, forward a copy of *a two-week breakfast and lunch menu plan complete with portion sizes by grade grouping offered* as indicated on the Meal Pattern Charts enclosed to the School Nutrition Programs office. These menus should provide two, five consecutive day periods. Because September does not always have two complete weeks, a different month's menu can be submitted. Please include the *County/District/School Number* on each menu submitted. All portions for every menu items served must be indicated by cup sizes for fruits, vegetable and milk. Bread and meat/meat alternates must be indicated by ounces served.

The two week menus for each grade grouping should be e-mailed by *September 1, 2018* to [snpspecialprojects@ag.nj.gov](mailto:snpspecialprojects@ag.nj.gov) with the subject line: *School Name - Allowable Costs - Menu*. *In the body of the e-mail, list the contact person's name, title and e-mail address.*

Nonprofit private schools for students with disabilities that *have a current agreement* with the School Nutrition Programs for the 2018-19 school year beginning October 1, 2018 and ending September 30, 2019 *do not need* to submit menus. By signing the annual agreement to participate in the National School Lunch Program and/or the School Breakfast Program; sponsors have agreed to serve meals that comply with federal regulations and will be monitored during the regular review process.

If approval has not been received by February 1, 2019, or if you have any questions concerning this memo, please call Kris Manuola at the School Nutrition Programs at (609) 984-0692 for assistance. Any questions regarding allowable costs or any financial aspects should be directed to Ms. Elise Sadler-Williams at (609) 376-3703 or an email to: [doe.pssd@doe.nj.gov](mailto:doe.pssd@doe.nj.gov) of the Division of Finance, New Jersey Department of Education.

Enclosures: Lunch Meal Pattern  
Breakfast Meal Pattern  
School Lunch Meal Pattern Vegetable Sub-Groups Fact Sheet  
School Lunch Meal Pattern Grains Fact Sheet

C: Elise Sadler-Williams, Division of Finance, NJ Department of Education