



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
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To: All Public, Charter School, and Non-Public School Food Authorities (SFAs) Participating in the National School Lunch Program

From: Arleen Ramos-Szatmary, M.S. 
Coordinator, School Nutrition Programs

Date: September 2019

Subject: Verification Webinar/Workshop Schedule

The Division of Food and Nutrition will be providing a series of trainings on the Verification process and reporting for the 2019-2020 school year.

- A pre-recorded “Episode I” webinar is available to view in SNEARS, under the *Training* link. The first webinar provides insight into the process of Verification as well as guidance for completing Part 1 of the Verification Collection Report.
- A pre-recorded “Episode II” webinar is available to view in SNEARS, under the *Training* link. The second webinar provides guidance for completing Part 2 of the Verification Collection Report.
- On **October 18, 2019** at 10:00 AM, SFAs are then invited to participate in a live “Verification Question and Answer Session.” SFAs are encouraged to view Episode I and II webinars prior to this live webinar. Click on the following link to register for the Q&A: <https://attendee.gotowebinar.com/register/5890856046808186114>
After registering, you will receive a confirmation email containing information about joining the webinar. The webinar will be recorded and available to view in SNEARS, under the *Training* link.
- This year, two hands-on workshops will be held at the locations listed below:
 - **November 13, 2019** at the **Rutgers EcoComplex** located at 1200 Florence Columbus Rd. Bordentown, NJ 08505
 - **November 20, 2019** at the **Educational Services Commission of New Jersey Conference Center A** located at 1690 Stelton Rd. Piscataway, NJ 08854

Both workshops will begin promptly at 10:00 AM and conclude by 1:00 PM. The workshops are designed to assist SFAs in the completion of Part 2 of the Verification Collection Report. This will provide a great opportunity for hands-on, one-on-one assistance. **Pre-registration is required for the workshops by submitting the required information on the following SurveyMonkey page:**
<https://www.surveymonkey.com/r/GC897MN>

If school personnel are unable to attend the workshops, “Guidance for the Verification Process” (Form 273) is available at: <http://www.state.nj.us/agriculture/applic/forms/#5>

In addition, the Verification Collection Report (Form FNS-742) has not changed for the current school year. For a detailed explanation of the form and its completion, you can access a pre-recorded webinar in SNEARS, under the *Training* link, entitled “How to Complete the Verification Summary Report.”