



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
PO Box 334
TRENTON NJ 08625-0334

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

To: Public and Non-Public School Food Authorities (SFAs) Participating in the School Nutrition Programs

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

Date: July 22, 2019

Subject: Determining Eligibility for Free and Reduced Price School Meals Webinar & Workshops

The State Agency will be conducting a webinar and two workshops for school personnel responsible for determining certification documents (Applications for Free and Reduced Price School Meals, Direct Certification, and Categorical Eligibility). Participants will learn how to correctly certify a student's eligibility for free and reduced priced school meals and how to develop and maintain the master eligibility list. **New Determining Officials are strongly urged to attend the workshop or watch the webinar.**

The **webinar** will be held on **August 8, 2019** from 10:00 a.m. to 12:00 p.m. To register, click on the following link: <https://attendee.gotowebinar.com/register/8003687486499922945>.

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. The webinar PowerPoint slides will be available to print by clicking on the Handouts icon in the dashboard of the webinar screen once you join the live webinar. The slides will also be posted after the webinar in SNEARS, under the *Resources* link and *Training Presentations* category.

This year, two **workshops** will be held at two different locations listed below:

- **August 20, 2019** at the **Educational Services Commission of New Jersey Conference Center A** located at 1690 Stelton Rd. Piscataway, NJ 08854
- **August 22, 2019** at the **Rutgers EcoComplex** located at 1200 Florence Columbus Rd. Bordentown, NJ 08505

Both workshops will begin promptly at 10:00 a.m. and conclude by 1:00 p.m. Participants should bring a pocket calculator. One-on-one assistance will be available at the workshop. To register for one of the workshops, click on the following link: <https://www.surveymonkey.com/r/7KMW72D>.

If school personnel are unable to attend the workshop, the 2017 edition of the *USDA Eligibility Manual for School Meals* and all related forms will be available in August at: www.nj.gov/agriculture/applic/forms/#5. Questions should be directed to program staff at 609-984-0692.