



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
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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: January 22, 2019

Subject: Base Year Cost Reimbursable Contract and Addendum: Documents Submission Overview Webinars

The State Agency will be conducting webinars for School Business Officials and Administrators responsible for submission of Cost Reimbursable Base Year Contracts or addendums. There are new procedures and documents for both base year contracts and addendums that must be sent to the State Agency for approval for school year 2019-2020.

Two separate webinars will be conducted on Thursday, February 21, 2019. Each webinar will provide an overview of procedures and review the required appropriate documents for obtaining State Agency approval.

Choose the appropriate webinar:

- **Cost Reimbursable Base Year Contracts: Documents Submission Overview** will be presented at **9:30 AM**. To register for the Cost Reimbursable Base Year Contract Submission webinar, click on the following link: <https://attendee.gotowebinar.com/register/979582793311645187>
- **Cost Reimbursable Addendums: Documents Submission Overview** will be presented at **11:30 AM**. To register for the Cost Reimbursable Addendum Submission webinar, click on the following link: <https://attendee.gotowebinar.com/register/4600392231322200067>

A confirmation email containing information about joining the webinar will be sent upon registration. Both webinars will be recorded and available to view in SNEARS, under the upper menu tab labeled "Training".

As a reminder, a recorded webinar on Procurement of a FSMC contract is available in SNEARS. It is recommended that any SFAs planning to secure a base year FSMC contract for 2019-2020 view the webinar before starting the procurement process.

Please contact the State Agency at 609-984-0692 with any questions.