



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
Division of Food & Nutrition  
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CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DOUGLAS H. FISHER  
Secretary

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

From: Jennifer Zeligson RD  
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Division of Food and Nutrition

Date: February 7, 2017

Subject: USDA Foods Selections for the 2017-2018 School Year

The Commodity Selection Worksheet (CSW), utilized to select how to spend your USDA Foods entitlement dollars, is currently available on SNEARS. The form can be accessed on SNEARS by selecting the Food Distribution Option, and then selecting the "Commodity Selection Worksheet."

Each recipient agency *must* submit the Commodity Selection Worksheet - even if 100% warehouse is selected. **Failure to submit the Commodity Selection Worksheet will forfeit your entitlement.** Additionally, the Food Service Management Company (FSMC) Authorization letter (attached) must be submitted for any recipient agency that has contracted with a Food Service Management Company.

The "Warehouse Allocation Worksheet" **must be submitted** to the New Jersey Department of Agriculture in addition to the (CSW) if any portion of your entitlement is diverted to the warehouse. This excel spreadsheet identifies how you would like to utilize your warehouse dollars. A link to the form is available on the CSW Submission Confirmation screen, along with instructions on completing the form. Schools participating in the DOD direct delivery produce program will receive an alternate spreadsheet via email. The completed forms must be emailed to [agnfood@ag.state.nj.us](mailto:agnfood@ag.state.nj.us).

Your data can be submitted at any time but **must be submitted by the following county deadlines:**

- **March 3, 2017:** Atlantic, Burlington, Cape May, Cumberland, Gloucester, Salem, and Ocean
- **March 10, 2017:** Camden, Hunterdon, Mercer, Middlesex, Monmouth, Somerset, and Union
- **March 17, 2017:** Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren

If additional training is needed, please access the "Commodity Selection Worksheet" webinar under the "Training" section in SNEARS. Additional resources can also be accessed under the "Resources" section in SNEARS in the "USDA Foods" section. The "Warehouse Allocation Worksheet" with instructions, along with the "Commodity Diversion Calculator," can be accessed there.

If you have any questions or require additional assistance please call (609) 292-0337.