



# State of New Jersey


DEPARTMENT OF AGRICULTURE  
Division of Food & Nutrition  
PO Box 334  
TRENTON NJ 08625-0334

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: County Business Administrators  
School Business Administrators  
Non Public School Administrators  
Food Service Directors  
Archdiocese Offices

From: Arleen Ramos-Szatmary, Coordinator   
School Nutrition Programs

Date: July 6, 2015

Re: School Year 2015-2016 Direct Certification (DC) Training Workshops

**Please be certain to share this correspondence with the appropriate parties.**

**As a reminder, a webinar explaining the new changes to the DC process was conducted and recorded on June 30, 2015 and is currently available in SNEARS under the ‘Trainings’ tab.**

School Nutrition staff will be conducting workshops for school personnel responsible for the Direct Certification process. The objective of the workshop is to provide guidance on the implementation of the DC process, using the School Nutrition Electronic Application and Reimbursement System (SNEARS). Federal regulations require that **all local educational agencies** (LEAs) that participate in the National School Lunch Program (NSLP) **must** do the Direct Certification (DC) process. The Direct Certification matching must be done three times during the school year according to the assigned dates. For school year 2015-2016, there will be a significant change to the file upload process, as well as some enhancements to the Direct Certification system, that will be discussed at the trainings.

Enclosed is a list of workshop dates and locations. The same workshop will be offered at each location. Directions can be found by clicking on “Workshop Locations” at [www.nj.gov/agriculture/divisions/fn](http://www.nj.gov/agriculture/divisions/fn). **Pre-registration is required due to limited space. To register, fax the enclosed registration form to 609-984-0878.** The workshops will begin promptly to ensure sufficient time to cover the material. One-on-one assistance will be available after each session.

## Direct Certification Workshops July 2015

	<u>DATE</u>	<u>SITE</u>	<u>ADDRESS</u>
1.	Tuesday, July 28, 2015  1 session: 10AM -1PM	NJ Forensic Science Technology Center	1200 Negron Drive Hamilton, NJ 08691
2.	Wednesday, July 29, 2015  1 session: 10AM – 1PM	Gloucester County College Instructional Center Lecture Room 430	1400 Tanyard Road Sewell, NJ 08080

**New Jersey Department of Agriculture  
 Division of Food & Nutrition  
 School Nutrition Programs  
 Workshop Registration Form**

**DIRECT CERTIFICATION PROCESS - SY 2015-2016**

**Fax Form to: 609-984-0878**

*Please complete a separate form for each registrant*

Name:	
Title:	
School District:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

**Faxing in this form confirms that the above registrant will attend the workshop noted below:**

*Place an "X" next to date/location of workshop attending:*

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