

School Year 2021-2022
SCHOOL FOOD AUTHORITY(SFA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)
COST REIMBURSABLE CONTRACT RENEWAL CHECKLIST
(5th Year Renewal and 6th and 7th Year Covid Renewals ONLY)

Submit renewal and supporting documents **by email** to: DFNContracts@ag.nj.gov
Deadline to submit renewal documents is May 31, 2021
June reimbursement will be placed on hold for SFAs that do not meet May 31, 2021 deadline

A. CONTRACT RENEWAL

- ONE** completed and signed State Agency developed FSMC contract renewal (Form #18CR, Form #18CR-COVID 6th Year, Form #18CR-COVID 7th Year)

Both formats must include:

- ✚ Blanks filled in where indicated
- ✚ Boxes checked where indicated
- ✚ Board meeting date and resolution/agenda item completed (public and charter schools)
- ✚ **THREE** Signatures:
 1. SFA Board President
 2. SFA Business Administrator/Board Secretary
 3. Authorized FSMC Representative

B. REQUIRED RENEWAL ATTACHMENTS

- Form 23CR [Public] / Form 23CR [Nonpublic]:** Completed entire Response & Projected Operating Statement with projected budget for school year 2021-2022

Note:

- ✚ Form 23 is available in SNEARS>Resources>FSMC Contract Documents
- ✚ Incomplete and/or unsigned documents will be returned to the SFA and will delay approval
- ✚ DO NOT send this checklist (#16CR) to the State Agency. It is for informational purposes only to assist the SFA in submitting required documents
- ✚ Check Index Rate before Board Meeting Renewal approval (Public/Charter) or before signing Renewal (Non-Public)