



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: Summer Camp Milk Sponsors
From: Arleen Ramos-Szatmary, Coordinator *Arleen Ramos-Szatmary*
School Nutrition Programs
Date: June 2016
Subject: Summer Camp Milk Application Process

The summer camp season is approaching. In order to participate in the 2016 Special Milk Program (SMP), sponsors must complete the annual application documents by June 10, 2016 online via the School Nutrition Electronic Application and Reimbursement System (SNEARS). Any sponsor that participated in 2015 may access the portal using the same passwords used in 2015. Click on the menu bar tab Program Management to access the 2016 application packet. Complete the application, submit and certify the packet. Upon approval of the 2016 application, an email will be sent acknowledging the approval.

All Summer Camp Special Milk Program Sponsors must submit the following documents in order to be approved for the summer of 2016:

1. Summer Camp SMP Application (one for each site).
2. Current Youth Camp Safety License

Please note:

- Camps participating in the Summer Food Service Program (SFSP), National School Lunch Program (NSLP) or the School Breakfast Program (SBP) cannot participate in the Summer Camp Milk Program.
- **Incomplete application packets cannot be approved.** All information required in SNEARS must be complete and all required documents must be correctly completed and received by our office.

Camp sponsors participating in the 2016 Summer Camp Milk Program will submit and certify monthly milk count information on a site by site basis in the reimbursement section of SNEARS.

It is extremely important that **accurate email addresses** are given for all certifiers, submitters and alternates. Communication in the future will be via email. Camps must designate different staff members to serve in the role of certifier (required), alternate certifier (required) and submitter (required) and may designate other staff to serve required alternate submitter (optional). The Schedule A must include all contact information for the individuals designated to fill these roles.



Definitions for these roles:

Submitter/Alternate Submitter – the individual responsible for entering reimbursement data, including participation statistics and milk counts on a site by site basis.

Certifier/Alternate Certifier – the person responsible for certifying the validity of the data submitted for reimbursement by the submitter or alternate submitter. This must be a person with the legal authority to sign contracts for the camp.

Please send all required forms to:

New Jersey Department of Agriculture
Division of Food and Nutrition
School Nutrition Programs
P.O. Box 334
Trenton, NJ 08625-0334

For overnight or hand delivery of your application materials (such as Fed Ex or UPS):

New Jersey Department of Agriculture
Division of Food and Nutrition
School Nutrition Programs
22 South Clinton Avenue, Building 4, 3rd Floor
Trenton, NJ 08609-1212

A sample Daily Milk Inventory Form is included in this packet to assist those SMP sponsors who wish to use the “inventory” accountability method.

Please direct any questions related to the Special Milk Program to Erlisa Levin at 609-984-0692.

Enclosures: Guidance for the Summer Milk Program
Sample Daily Milk Inventory Form with Instructions
Summer Camp SMP Application