



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO BOX 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: Summer Camp Sponsors  
From: Arleen Ramos-Szatmary, Coordinator *Arleen Ramos-Szatmary*  
School Nutrition Programs  
Date: June 2018  
Subject: Summer Camp Milk Application Process

The summer camp season is approaching. In order to participate in the 2018 Special Milk Program (SMP), sponsors must complete the annual application documents by June 16, 2018 online via the School Nutrition Electronic Application and Reimbursement System (SNEARS). Any sponsor that participated in 2017 may access the portal using the same passwords used in 2017. Click on the menu bar tab, "Program Management" to access the 2018 application packet. Complete the application, then submit and certify the packet. Upon approval of the 2018 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 2018:

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

In addition, the Summer Camp Special Milk Program webinar providing an overview of the regulations must be viewed prior to July 1, 2018. The link is: <https://attendeegotowebinar.com/recording/323048994506967555>

**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 2018 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 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. 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 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, 3<sup>rd</sup> 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