




## 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: Offices of the Catholic Diocese of New Jersey

From: Arleen Ramos-Szatmary, Coordinator   
School Nutrition Programs

Date: June 2018

Subject: ***Public Announcement for Catholic Diocese participating in the School Nutrition Program for Fiscal Year 2019***

Diocesan offices that wish to submit a diocesan-wide public announcement, in order to assist the Catholic schools in their diocese that participate in the School Nutrition Programs meet the public announcement requirements, should complete the steps indicated below.

### **Step #1**

Complete and send the enclosed "Sample Letter to Schools" to the schools within your diocese.

### **Step #2**

When each school returns their information to the diocesan office, select the schools that participate in one or more of the following School Nutrition Programs:

*National School Lunch Program, After School Snack Program, School Breakfast Program, or Special Milk Program.*

**NOTE:** Do not include schools that **ONLY** participate in the Special Milk **Option**. They will need to do their own separate public announcement.

**Step #3 (After the deadline indicated in the “Sample Letter to Schools” has passed)**

The names and locations of all schools in must be listed on the Public Announcement form.

**Step #4**

The diocesan office should then submit the Public Announcement to a local and/or Catholic newspaper along with a cover letter. The cover letter should be addressed to the local and/or Catholic newspaper requesting that the newspaper print the public announcement. **Copies of the cover letter and the completed, prototype Public Announcement must also be mailed, faxed or emailed to the Division of Food and Nutrition, School Nutrition Programs at the following address:**

New Jersey Department of Agriculture  
Division of Food and Nutrition  
P.O. Box 334  
Trenton, NJ 08625-0334  
FAX: 609-984-0878  
Email: [lee.hayes@ag.nj.gov](mailto:lee.hayes@ag.nj.gov)

**NOTE:** PLEASE SUBMIT COPIES OF YOUR PUBLIC ANNOUNCEMENT BY JULY 6, 2018, EVEN IF PRIOR TO ACTUAL SUBMISSION TO THE NEWSPAPER HAS NOT OCCURRED. THESE ARE NEEDED TO APPROVE THE LOCAL DISTRICTS' AGREEMENT PACKETS FOR THE UPCOMING SCHOOL YEAR.

**Please Note:** By submitting the information to a newspaper, the public announcement requirement has been fulfilled. The public announcements do NOT have to appear in the newspaper and the diocesan office should NOT pay for the publication of these items.

If you have any questions, please contact Lee Hayes at (609) 984-0692. Thank you for your cooperation in this matter.

Enclosure: Sample Letter to Schools (Form 278)  
Public Announcement form (Form 281)