




State of New Jersey

DEPARTMENT OF AGRICULTURE
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To: School Business Administrators, Charter School Leads; Non Public School Administrators; Food Service Directors of Schools Participating in the School Nutrition Programs

From: Arleen Ramos-Szatmary, Coordinator 
School Nutrition Programs

Date: August 19, 2019

Subject: Notification of Administrative Review for School Year 2019-2020

An Administrative Review of the School Nutrition Programs will be conducted during SY 2019-2020.

The Administrative Review is now managed through our new Schools Online Administrative Review System (SOARS), which can be accessed through the “myNewJersey” portal. The SOARS system allows five approved users (Certifier, Alternate Certifier, Submitter, Alternate Submitter and Food Service Director). Usernames and passwords will be e-mailed to each approved user to access the SOARS system the first week of September. Please ensure that all e-mail addresses are updated in SNEARS by August 31, 2019.

The following webinars must be viewed and count toward Professional Standards training:

- 1.) The *Introduction to SOARS* webinar will assist users in navigating the system. It is available and can be viewed at any time by clicking on the following link: <https://attendee.gotowebinar.com/recording/6240200569668655874>.
- 2.) A live “Resource Management” webinar will be provided on **August 29th** at 10 AM to assist your SFA in preparing for the Resource Management section of the Off-Site Questionnaire. Click on the following link to register: <https://attendee.gotowebinar.com/register/1029894250842257921>.
- 3.) SFAs receiving an Administrative Review will also be receiving a Procurement Review. SFAs will be contacted in the coming months with additional guidance. A live webinar about procurement requirements will be offered on **September 25th** at 10 AM. Click on the following link to register: <https://attendee.gotowebinar.com/register/1739535548101566721>.
- 4.) A pre-recorded “Administrative Review” webinar designed to assist your staff in preparing for the Administrative Review will be e-mailed to SFAs the week of **September 16th**. On **October 10th**, SFAs are then invited to participate in a live “Administrative Review Question and Answer Session” at 10 AM. SFAs are encouraged to view the Administrative Review webinar prior to this live webinar. Click on the following link to register for the Q&A: <https://attendee.gotowebinar.com/register/5989892358855574530>

SFAs will receive access to the Off-Site Questionnaire in SOARS the second week of September. The deadline to complete these questions is October 11, 2019.

Questions regarding the Administrative Review may be directed to 609-984-0692.