



## State of New Jersey


DEPARTMENT OF AGRICULTURE  
Division of Food & Nutrition  
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*Governor*

KIM GUADAGNO  
*Lt. Governor*

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*Secretary*

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: January 6, 2015

Subject: Production Records Reminder

Federal regulations and the School Nutrition Programs Local Education Agency (LEA) Agreement require that full and accurate production records are maintained for the meal programs being claimed for reimbursement.

New Jersey state production records have been updated to reflect the Healthy, Hunger-Free Kids Act of 2010 meal pattern requirements. There are various versions to select from; Daily Menu Production Record in letter size format, a Daily Menu Production Record in legal size format, and a Daily Menu Production Record translated to the Spanish language. All forms are available in the New Jersey Department of Agriculture website at <http://www.state.nj.us/agriculture/applic/forms/#5>.

LEAs are strongly encouraged to use the state format to ensure that all pertinent information is gathered and maintained. Other templates must include all the information found in the state production record format.

Please contact your Nutrition Program Specialist with any questions at 609-984-0692, and thank you for all you do to provide nutritious, low cost meals to the children in our state.