



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: All Public, Charter School Leads and Non-Public Local Education Agencies (LEAs) Participating in the National School Lunch Program

From: Arleen Ramos-Szatmary, M.S., Coordinator
School Nutrition Programs 

Date: August 2015

Subject: Verification Workshop/Webinar Schedule

Please share this memo with the appropriate personnel.

The Division of Food and Nutrition will be conducting workshops and a webinar for school personnel responsible for verifying free and reduced price meal/milk applications. Workshop participants will learn correct procedures for verifying household applications and completing forms. All verifying officials are **strongly** urged to attend.

Workshop dates and locations are listed below. The workshop will begin promptly at 10:00 am and conclude by 1:00 pm. Please bring a pocket calculator to the workshop. One-on-one assistance will be available after the workshop. In addition, a webinar will be conducted and recorded on September 14, 2015 from 10:00 am to 12:00 pm. The webinar will be available in SNEARS under the 'Trainings' tab.

Register for the webinar at: <https://attendee.gotowebinar.com/register/1366951706691502593>

Pre-registration by fax is required for the Workshops: Fax the enclosed registration form to (609) 984-0878.

Directions to all workshop locations can be obtained by clicking on the Workshop Locations link at www.nj.gov/agriculture/divisions/fn. Refreshments will not be provided. If the site permits, please feel free to bring your own.

If school personnel are unable to attend the workshops, "Guidance for the Verification Process" (Form 273) and all other forms will be available at: <http://www.state.nj.us/agriculture/applic/forms/>.

Due to the complexity and importance of completing the Verification Collection Report (Form FNS-742), there will be a separate webinar offered on October 7, 2015. More information will be forthcoming.

VERIFICATION WORKSHOPS

<u>North</u>	<u>DATE</u>	<u>SITE</u>
<u>North</u>	Monday, September 21, 2015	Somerset County Office 27 Warren Street, Somerville, New Jersey
<u>South</u>	Monday, September 21, 2015	Rutgers Eco Complex 1200 Florence Columbus Rd Bordentown, NJ 08505-4200
<u>South</u>	Tuesday, September 22, 2015	Gloucester County College Instructional Center – Rm. 430 1400 Tanyard Road Sewell, NJ 08080
<u>Central</u>	Monday, September 28, 2015	Monmouth County Agriculture Building Conference Room 1 4000 Kozloski Road Freehold, NJ 07728 Park in lot in rear of building. <i><u>Food and beverages not allowed in meeting room.</u></i>
<u>North</u>	Wednesday, September 30, 2015	Parsippany-Troy Hills 292 Parsippany Rd. Parsippany, NJ 07054
<u>Central</u>	Monday, October 5, 2015	NJ Forensic Science Technology Center Auditorium 1200 Negron Drive Hamilton, NJ 08691 Park in lot rear of building. <i><u>Food and beverages not allowed in meeting room.</u></i>

**New Jersey Department of Agriculture
Bureau of Child Nutrition Programs
Workshop Registration Form**

Verification

Fax Form to: 609-984-0878

Please complete a separate form for each registrant

Name:	
Title:	
School District:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

Faxing in this form confirms that the above registrant will attend the workshop noted below:

	September 21, 2015	Somerset County Office
	September 21, 2015	Rutgers Eco Complex
	September 22, 2015	Gloucester County College
	September 28, 2015	Monmouth County Agriculture Building
	September 30, 2015	Parsippany- Troy Hills
	October 5, 2015	NJ Forensic Science Technology Center

Place an "X" next to date/location of workshop attending.