To: Business Administrators
Charter School Leads
Non-Public School Administrators
Food Service Directors
Food Service Management Companies

From: Jennifer Zeligson
Manager, Food Distribution Programs
Division of Food and Nutrition

Date: January 22, 2014

Subject: USDA Foods Selections for the 2014-2015 School Year

The Commodity Selection Worksheet (CSW), utilized to select how to spend your USDA Foods entitlement dollars, is currently available on SNEARS. The form can be accessed on SNEARS by selecting the Food Distribution Option, and then selecting the “Commodity Selection Worksheet.”

Each recipient agency must submit the Commodity Selection Worksheet - even if 100% warehouse is selected. Failure to submit the Commodity Selection Worksheet will forfeit your entitlement. Additionally, the Food Service Management Company (FSMC) Authorization letter (attached) must be submitted for any recipient agency that has contracted with a Food Service Management Company.

The “Warehouse Allocation Worksheet” must be submitted to the New Jersey Department of Agriculture in addition to the (CSW) if any portion of your entitlement is diverted to the warehouse. This excel spreadsheet identifies how you would like to utilize your warehouse dollars. A link to the form is available on the CSW Submission Confirmation screen, along with instructions on completing the form. The completed form must be emailed to agnfood@ag.state.nj.us.

Your data can be submitted at any time but must be submitted by the following county deadlines:

- **February 28, 2014**: Atlantic, Burlington, Cape May, Cumberland, Gloucester, Salem, and Ocean
- **March 7, 2014**: Camden, Hunterdon, Mercer, Middlesex, Monmouth, Somerset, and Union
- **March 14, 2014**: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren

If additional training is needed, please access the “Commodity Selection Worksheet” webinar under the “Training” section in SNEARS. Additional resources can also be accessed under the “Resources” section in SNEARS in the “USDA Foods” section. The “Warehouse Allocation Worksheet” with instructions, along with the “Commodity Diversion Calculator,” will be available.

If you have any questions or require additional assistance please call (609) 292-0337.