

**LETTER AUTHORIZING FOOD SERVICE MANAGEMENT COMPANIES (FSMCs) TO MAKE  
RECIPIENT AGENCY PROCESSING DECISIONS ON BEHALF OF THE BOARD OF EDUCATION**

A letter, on Board of Education letterhead, with original signatures **must** be sent to:  
Peggy Salano  
Food Distribution Program  
NJ Department of Agriculture  
PO Box 334  
Trenton, NJ 08625  
The letter must be **postmarked by February 22, 2013.**

Sample language is below. Diversion requests for RAs with a FSMC **will not be honored**, if this letter with original signatures is not received by the deadline.

**SAMPLE LANGUAGE**

The \_\_\_\_\_ (“School District”) certifies that the commodity diversion and processing decisions made by \_\_\_\_\_ have been reviewed and are acceptable for the School District for the 2013-2014 school year, as per Federal Regulation 7 CFR 250.50, paragraph D.

The School District understands that if there are **any changes** in Food Service Management Company (FSMC) or School District Administration at any time during the school year noted above, the School District or new FSMC **MUST** still use the processed foods selected in their entirety.

The FSMC has attended “Processing Utilization and Commodity Selection Worksheet (CSW)” training as provided by the Food Distribution Program staff and will accurately and completely enter the commodity diversion and processing selections into SNEARS on behalf of the School District. Selections made will be in the best financial interest of the School District.

**Business Administrator**

**Food Service Management Co. Representative**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_/\_\_\_\_\_  
**Original Signature                      Date**

\_\_\_\_\_/\_\_\_\_\_  
**Original Signature                      Date**

**This form must be mailed with original signatures. Emails/faxes  
will not be accepted.**