



Roger León
Superintendent

Newark Board of Education

Dr. Tonya A. McGill, Executive Director
Food & Nutrition Services
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Where Passion Meets Progress

February 1, 2022

Melissa Pajak, Assistant Division Director
Department of Agriculture
Division of Food and Nutrition
PO Box 334
Trenton, NJ 08625-0034

RE: **NEWARK BOARD OF EDUCATION-SNAP Gap**

The Newark Board of Education will conduct outreach by hiring new staff and supplement current staff salaries to follow up with eligible families by utilizing the district's portal to obtain SNAP benefit information and inform families how to obtain assistance with filling out the SNAP application.

Marketing and additional outreach will be implemented as follows:

- *Print flyers with the same information to be distributed by March 4th 2022 to all students in the district.*
- *The flyer will also be posted on the district's web page and where possible the individual school web page.*
- *Work with our current lunch application software company to incorporate access to the SNAP application with the NSLP lunch application so that both are accessible and completed at the same time.*

Salaries and Wages: District Personnel (1- Executive Director, 1- financial staff member, & 3 clerical staff members)

Employee A (Principal Fiscal Analyst/Executive Director) – will oversee grant and be responsible for budget expenditures and reporting to the State Agency. Will also supervise and train.

Employee B (Clerk III) – responsible for outreach and assisting families with filling out applications.

- *630 hours' x \$26.52/hr. = \$16,707.60*

Employee C (Clerk III) – responsible for outreach and assisting families with filling out applications.

- *630 hours' x \$26.52/hr. = \$16,707.60*

Employee D (Clerk III) – responsible for outreach and assisting families with filling out applications.

- *490 hours' x \$26.52/hr. = \$12,994.80.*

Fringe Benefits:

Employee B/C/D fringe benefits rate: $\$1,471.30 \times 3 = \$4413.90 \times 3 = \mathbf{\$13,241.70}$

Materials and Supplies:

Office supplies (paper, envelopes, staples, pens): **\$325.00**

Total Budget: \$59,976.70

Sincerely,

Tonya McGill

Dr. Tonya A. McGill, Executive Director

C: Valerie Wilson, School Business Administrator