



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO BOX 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

JOSEPH ATCHISON III  
*Assistant Secretary*

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

From: Denise Liptak, Manager, Food Distribution Programs  
Division of Food and Nutrition, NJ Department of Agriculture

Date: July 24, 2023

Subject: **Reinstatement of Administrative Fees for the 2023-2024 School Year**

**Please be advised that Administrative Fees charged for USDA Foods (from the warehouse, DOD Fresh and for processed commodities) will be reinstated for the 2023-2024 School Year.** We are grateful to USDA for providing us with additional Federal funding since the 2018-2019 school year, allowing us to suspend Administrative Fees for the past 5 school years.

Administrative fees are used for the overall operation of the Food Distribution program; therefore, the fees are spread evenly regardless of whether you are receiving USDA Foods from the warehouse, DOD fresh or Processed Commodities.

**The Administrative Fee will be 2.5 times the ADP listed on your 2022-2023 Commodity Selection Worksheet rather than a per case fee.** This will allow you to better budget your fees and will be tied to your entitlement. For districts utilizing their entitlement dollars, this fee structure will be substantially lower than the fee per case charge.

Since the administrative fee is a flat fee, it will not increase based on increased utilization of USDA Foods. The more warehouse products, DOD produce and processed commodities you receive, the more cost effective the program will be.

You will receive one annual invoice on or about October 1, 2023 with a requested payment date of December 31, 2023, rather than monthly invoices. Additional information regarding the invoicing and payment process will be sent out early September.

MAKE CHECK PAYABLE TO:  
NJ DEPT. OF AGRICULTURE  
FOOD DISTRIBUTION

SCHOOL LUNCH PROGRAM  
NJDA  
**Food Distribution Annual INVOICE**

STATE OF NEW JERSEY  
DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION PROGRAM  
P.O. BOX 334  
TRENTON, NJ 08625  
PHONE 609-292-0337

INVOICE DATE: 10/1/2023

INVOICE NUMBER: **676496**

AGENCY CODE: 01303570

AGENCY NAME: **NEWARK PUBLIC SCHOOLS**  
2 CEDAR ST, ROOM 810  
NEWARK, NJ 07102

WAREHOUSE NAME: NEWARK REFRIGERATED WAREHOUSE

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Average Daily Participation for NEWARK PUBLIC SCHOOLS **22,687**

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Based on your average daily participation in the School Nutrition Programs, the total **Food Distribution Admini:**  
**Fee** that is due for the 2023 - 2024 school year, calculated by multiplying your ADP by 2.5, is:

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**ADP(22,687 ) \* 2.5 = \$56,717.50**

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**AMOUNT DUE:** **\$56,717.50**

**REMITTANCE IS DUE BY DECEMBER 31, 2023**

PLEASE ENCLOSE INVOICE NUMBER (676496) WITH REMITTANCE

Please email Kory Burtnett at [Kory.Burtnett@ag.nj.gov](mailto:Kory.Burtnett@ag.nj.gov) for all inquiries.