




## State of New Jersey

DEPARTMENT OF AGRICULTURE  
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JAMES E. MCGREEVEY  
Governor

CHARLES M. KUPERUS  
Secretary of Agriculture

TO: Chief School Administrators  
School Business Administrators/Board Secretaries

FROM: Kathy F. Kuser, Director   
Division of Food and Nutrition

RE: Department of Homeland Security Directive to All National School Lunch  
Feeding Programs

DATE: March 7, 2003

**DUE: To County Office No Later than March 18, 2003**

The New Jersey Department of Agriculture, Bureau of Child Nutrition Programs has been directed by the United States Department of Agriculture to compile an inventory of the physical location of all central and satellite production kitchens operated by School Food Authorities (SFA's) participating in the National School Lunch Program. They are requesting that this information be provided in accordance with the following definitions:

A **CENTRAL PRODUCTION/COMMISSARY KITCHEN (CPK)** is a facility that prepares and cooks food that is then transported. **No feeding occurs at a central production/commissary kitchen location.** Food can be either transported:

(1) as ready to serve (sometimes with plating or reheating) to facilities where children eat;

-Or-

(2) in components or in bulk for further processing/assembly at Satellite Production Kitchens.

A **SATELLITE PRODUCTION KITCHEN (SPK)** is a facility which either:

(1) prepares and cooks food which is both served to participants enrolled in program(s) at the same facility where the satellite kitchen is located AND is transported to other facilities as ready to serve or in components or in bulk;

-And/or-

- (2) receives food in bulk or as meal components, which may be assembled into individual meals or otherwise repackaged for transport to feeding sites and/or served to participants enrolled in programs at the same facility where the satellite kitchen is located.

The above definitions are provided for assistance only and are not intended to be specific or limiting. We recognize that operations may vary from community to community.

**DO** report facilities that provide meal service to community or institutional facilities even if the receiving facility is not a USDA nutrition program operator (e.g., jails, nursing homes, meals on wheels).

**DO NOT** report any facilities which only provide meals on an irregular basis (e.g., for football banquets, etc.) or whose only off site meal services are commercial catering to non-institutional facilities.

**DO NOT** report any facilities that only receive pre-plated vended meals and distribute them to other facilities without doing any further processing.

We are providing you with two reporting formats: MS Word and MS Excel for collection of this information. Please use one of these formats to ensure consistent reporting from all SFA's. If you are using the MS Word format and need additional space, you can add rows with the Table-Insert – Rows command; the header rows will automatically carry over to any additional pages. Indicate the appropriate code for the kitchen type in the facility name column in brackets after the name.

Because the purpose for collecting this information is somewhat sensitive, the information will be kept confidential. **Please e-mail the completed information to your respective County Offices at your earliest opportunity, however, no later than March 18, 2003.**

We appreciate your cooperation and assistance in providing this information at your earliest opportunity. Should you have any questions please feel free to contact this office at (609) 984-0692.

Attachment