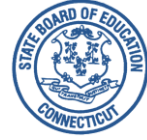




STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



Expanding the School Breakfast Program

Schools can start the School Breakfast Program (SBP) at any time during the school year.

If your district currently operates the SBP in one or more schools, you can easily expand the SBP to other schools in your district. The only document required to add schools to the SBP is a letter from the superintendent to the Connecticut State Department of Education (CSDE). The superintendent's letter must include the following information:

- the schools that will be participating in the SBP;
- enrollments and addresses of the schools;
- the price that will be charged for reduced and full-paying students;
- the location where breakfast will be served (e.g., “Grab and Go”, in the classroom, in the cafeteria, etc.); and
- the anticipated start date of the SBP.

E-mail a scanned copy of the signed letter to:

Shannon Yearwood, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education
Connecticut State Department of Education
shannon.yearwood@ct.gov.

Copy your [assigned school nutrition consultant](#) on the e-mail and letter.

Submit the letter to the CSDE at least two weeks prior to the start of meal service. The CSDE will e-mail notification with approval to begin meal service.

For more information, visit the CSDE's [School Breakfast Program](#) webpage. For questions about the SBP or technical assistance requests, contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education. This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SBP/ExpandingSBP.pdf>.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.