



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



Expanding the School Breakfast Program (SBP)

Districts/schools can expand the SBP at any time during the school year.

Schools/districts that currently operate the SBP in one or more schools can easily expand the SBP to other schools in the 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-price and paid meals;
- the location where breakfast will be served (e.g., in the classroom, in the cafeteria, or "Grab and Go"); and
- the anticipated start date of the SBP.

Email a scanned copy of the signed letter to:

Shannon Yearwood, Education Manager
Bureau of Child Nutrition Programs
Connecticut State Department of Education
shannon.yearwood@ct.gov

Copy the school/district's [assigned school nutrition team member](#) on the email and letter.

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

For more information on the SBP, visit the CSDE's [School Breakfast Program \(SBP\)](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

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