Expanding the School Breakfast Program (SBP)

Districts/schools can expand the SBP at any time during the school year by submitting a request to the Connecticut State Department of Education (CSDE). The request must be submitted at least two weeks prior to the start of meal service.

Required Documents

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 CSDE. The superintendent's letter must include the following information:

- the schools that will be participating in the SBP with enrollments and addresses;
- the prices 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.

How to Submit Requests

Email a scanned copy of the signed superintendent letter with the form and sample menu 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.

CSDE Notification

The CSDE will email notification to the school/district with approval to begin meal service.

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Resources

SBP Meal Patterns ("Breakfast Meal Patterns" section of CSDE's Meal Patterns for Grades K-12 in School Nutrition Programs webpage): https://portal.ct.gov/sde/nutrition/meal-patterns-school-nutrition-programs/breakfast-meal-patterns

School Breakfast Program (SBP) (CSDE webpage): https://portal.ct.gov/sde/nutrition/school-breakfast-program

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For more information about 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. This document is available at https://portal.ct.gov/-/media/sde/nutrition/sbp/starting_sbp.pdf

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Expanding the School Breakfast Program (SBP)

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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

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