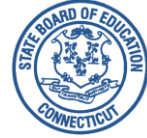




STATE OF CONNECTICUT DEPARTMENT OF EDUCATION



Starting the School Breakfast Program

Districts/schools can start the School Breakfast Program (SBP) in one or multiple schools at any time during the school year.

If your school/district already participates in the National School Lunch Program (NSLP), the Connecticut State Department of Education (CSDE) requires only three documents to start the School Breakfast Program (SBP). These documents include a letter from the superintendent/administrator, a completed money collection and counting procedures form, and a sample breakfast menu.

1. Superintendent Letter

The 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 and full-paying students;
- the location where breakfast will be served (e.g., “Grab and Go”, in the classroom, or in the cafeteria); and
- the anticipated start date of the SBP.

2. Site Information on Money Collection and POS Meal Count Systems Form

Complete this form to reflect the method used to count reimbursable meals served and claimed in the SBP. This form is available in the “Connecticut Requirements and Guidance” Section of the CSDE’s [Meal Counting and Claiming for School Nutrition Programs](#) webpage. **Note:** *This document is normally uploaded to the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). However, sponsors starting a new SBP must include this document with their superintendent letter and menu.*

3. Sample Menu

The breakfast menu submitted for approval must follow the current U.S. Department of Agriculture (USDA) [SBP Meal Pattern](#). It must identify the specific portions for all planned foods so that the CSDE can evaluate the menu may for compliance with the meal pattern.

E-mail a scanned copy of the signed letter with the form and sample menu 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.

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/StartingSBP.pdf>.

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- (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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