

Starting the School Breakfast Program (SBP)

Districts/schools can start the SBP in one or multiple schools 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 the SBP.

Required Documents

If a school/district already participates in the [National School Lunch Program \(NSLP\)](#), the CSDE requires only three documents to start the SBP. These documents are summarized below.

Superintendent Letter

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.

Site Information on Money Collection and Point-of-Service Meal Count Systems Form

Complete the CSDE's form, [Site Information on Money Collection and Point-of-Service Meal Count Systems](#), to reflect the method used to count reimbursable meals served and claimed in the SBP. This form is available in the "[Requirements and Guidance](#)" section of the CSDE's Meal Counting and Claiming for School Nutrition Programs webpage.

Note: This form 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.

Sample Menu

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

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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 the SBP.

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>

[Site Information on Money Collection and Point-of-service Meal Count Systems for the School Nutrition Programs](#) (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/mealcount/site_information_money_collection_point_of_service_meal_counts_snp.pdf

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

Starting the School Breakfast Program (SBP)

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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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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