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

Starting the School Breakfast Program (SBP)

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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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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