



Starting the School Breakfast Program (SBP)

Districts/schools can start the SBP in one or multiple schools at any time during the school year.

If a 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 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-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.

2. 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.

3. Sample Menu

The breakfast menu submitted for approval must follow the current U.S. Department of Agriculture (USDA) [SBP Meal Pattern](#). 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.

Email a scanned copy of the signed 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.

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.

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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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