








State Agency Actions for Expanding the School Breakfast Program

1. **Consider developing a statewide Statement of Need (Resources, 9)  to define your goals.**
2. **Select schools to target for:**
 - increasing access to the School Breakfast Program (based on percentages of free/reduced)
 - increasing participation (based on schools that already have the School Breakfast Program with low participation levels)
3. **For targeted schools WITH the School Breakfast Program:**
 - a. send cover letter (Resources, 10) with attached student/parent/administrator surveys (Resources, 2/4/6/8) 
 - b. request administrator survey (Resources, 8) results from schools 
4. **For targeted schools WITHOUT the School Breakfast Program:**
 - a. send cover letter (Resources, 11) with attached telephone survey (Resources, 12) 
 - b. follow up with a telephone survey
 - i. **For schools who are ready/nearly ready to start the program:**
 - 1. send students/parents/administrator surveys (Resources, 1/3/5/7) 
 - 2. request administrator survey (Resources, 7) results 
 - ii. **For schools who are uncertain/not ready**
 - 1. determine their needs for more information
 - 2. write action plans (Resources, 13/14/15) addressing those needs 
5. **Work with each administrator to interpret survey results. Survey results can provide information to determine:**
 - How many students ate breakfast
 - How many students ate a complete meal to prepare them for school?
 - How many ride the bus for 30 minutes or more
 - Participation in before-school activities
 - Primary reasons students gave for not eating school breakfast
 - Primary reasons parents gave for why their children don't eat school breakfast
 - Potential for increasing breakfast participation
6. **Provide copies of this Kit to the targeted schools. Encourage them to start with the folder called "Successful Use of this Kit".**
7. **Provide Technical Assistance on:**
 - The basic food service requirements (meal pattern, etc)
 - The basic administrative requirements (meal counting, claiming, etc.)
 - What types of breakfast menus students like
 - Reimbursement rates (Federal)
 - How to incorporate breakfast into the food service operation
 - How to survey parent/community interest in the program
 - How to survey administrators about the program
 - How to survey students about the program
 - The financial implications of starting breakfast (break-even point, staffing, etc.)