



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



Expanding the School Breakfast Program

Schools can start the School Breakfast Program (SBP) at any time during the school year.

If your district currently operates the SBP in one or more schools, you can easily expand the SBP to other schools in your district. The only document required to add schools to the SBP is a letter from the superintendent to the Connecticut State Department of Education (CSDE). The superintendent letter must include the following information:

- the schools that will be participating in the SBP;
- enrollments and addresses of the schools;
- the price 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, in the cafeteria, etc.); and
- the anticipated start date of the SBP.

E-mail a scanned copy of the signed letter to John Frassinelli, Child Nutrition Director, Bureau of Health/Nutrition, Family Services and Adult Education, Connecticut State Department of Education, john.frassinelli@ct.gov. Copy Jackie Schipke (jackie.schipke@ct.gov) and Susan Alston (susan.alston@ct.gov) on the letter and e-mail.

Submit the letter to the CSDE at least two weeks prior to the start of meal service. The CSDE will e-mail notification with approval to begin meal service.

For more information, visit the CSDE's [School Breakfast Program](#) webpage. For questions about the SBP or technical assistance requests, contact Jackie Schipke at jackie.schipke@ct.gov or 860-807-2123.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SBP/ExpandSBP.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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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.