Steps for Starting a School Breakfast Program (SBP)

A school may start a breakfast program at any time during the school year. It is not necessary to wait until the next school year to begin! If you would like to start a breakfast program, answer the following questions and follow the steps below.

Questions

1. Do you already have a SBP in one or more school district sites?
    a. If YES, skip to step #2 in the steps listed below.
    b. If NO, answer the next two questions and then proceed to the steps.
2. *Are you going to implement Offer vs. Serve for breakfast?
3. *Which of the following best describes the new breakfast service at this site?
    - *Cafeteria (before or after school starts), Grab-n-Go, Breakfast in the Classroom, or other (give description)*

Steps

1. *Write and submit breakfast menus. Make sure portion sizes are included on the menus for approval. All menus must be approved before claiming is allowed. If you would like assistance in writing the breakfast menu, contact Amanda Mercer at mercer_a@cde.state.co.us or 303-866-6659.
2. Go to the online claim system and update the site(s) application for the new breakfast site and submit.
3. The Office of School Nutrition will review and approve the site application(s).
4. You will receive an email confirmation from the claim system stating that your updated application has been approved. Claims may not be submitted prior to approval date.

*Email this information to Amanda Mercer at mercer_a@cde.state.co.us.

NOTE: Districts currently participating in the School Breakfast Program and wishing to add additional breakfast sites do NOT need to submit anything to CDE. They need only update the claim system.

Colorado Department of Education
Office of School Nutrition
1580 Logan St. – Suite 760
Denver, Colorado 80203

Phone: 303-866-6659
Fax: 303-866-6133

cde

Last Modified 08/2013