

INSTRUCTIONS FOR THE SCHOOL BREAKFAST PROGRAM IMPLEMENTATION OR IMPROVEMENT PLAN

- A. Name of School Food Authority (SFA)
- B. Agreement number of SFA
- C. Record county SFA is located in.
- D. Print clearly the name, e-mail, and phone number of the contact person responsible for the daily implementation of the school breakfast program, usually the Food Service Director (FSD) or Manager.

Chart:

- Column E (School Name): List each school's name that will be implementing or improving their breakfast program, record name exactly as listed on your Schedule A.
- Column F (Grade Level): Indicate grade level of each school, using key below:
 - P for PreK and/or Kindergarten only
 - KE for PreK/Nursery or KG through Grade 8
 - E for Elementary, any grade combination
 - M for Middle Schools
 - A for when all grades are contained in the school
 - H for High School
 - V for Vocational School
- Column G (Implementation/Improvement Date): Indicate the date the breakfast program will begin or be revised in each school.
- Column H (Type of Food Service): List the type of food service that will be used for breakfast for each school, per key below:
 - SP for Self Prep: breakfasts are prepared on site.
 - CK for Central Kitchen: breakfasts are prepared and served on site and also transported to other sites.
 - SK for Satellite Kitchen: breakfasts are received from a central kitchen
 - VK for Vended Kitchen: breakfasts are received from a contracted vendor or another SFA.
- Column I (Method of Breakfast Service): Indicate the method of how each school will serve breakfast, as per key below:
 - Cafeteria
 - Classroom or Homeroom
 - Grab 'n' Go (served from various locations as students enter school building)
 - Other (attach on a separate paper a detailed explanation as to how you intend to serve breakfast to the students)

(Continued)

- Column J (Time of Service): Indicate when each school will serve breakfast, as per key below:
 - Before the Bell
 - After the Bell

- Column K (Accountability Method): Indicate the method of counting each breakfast served to students, by eligibility category, that will be used at each school for the breakfast program, per key below:
 - Coded Ticket or Token
 - Coded Roster
 - Tally Method
 - Computerized Point of Sale
 - Other (attach on a separate paper a detailed explanation of how you intend to count the breakfast served to eligible students)

- Column L (Collection Method): Indicate the method of collecting student payments at each school for the breakfast program, per key below:
 - Register/Cashbox/Computer
 - Classroom
 - Envelope
 - Non-Pricing (breakfast will be offered free of charge to all students, irregardless of their eligibility status)
 - Post Payment Billing

M. Signature of Authorized Representative and Date: must be the person from the school district who is authorized to sign state agreements and contracts: the Certifier, the School Business Administrator or the Board Secretary.

N. The title of the Authorized Representative (Certifier, Business Administrator or Board Secretary) and the Phone Number.

O. For State Agency use only.