

INSTRUCTIONS FOR COMPLETING IMPLEMENTATION PLAN FOR SCHOOL BREAKFAST PROGRAM

Top of Form: Complete school district name, agreement number and county. Print clearly the name and phone number of the contact person responsible for the school breakfast program operation.

Chart:

- First Column (School Name): List each school's name that will be implementing a breakfast program, exactly as indicated on your Schedule A.

- Second Column (Grade Level): Indicate grade level of each school, using key below:
 - P for PreK or Nursery only
 - KE for PreK or KG through Grade 8
 - E for Elementary, any grade combination
 - LM for Middle Schools that contain Grade 6
 - UM for Middle Schools that contain Grades 7 & up
 - A for when all grades are contained in the school
 - H for High School
 - V for Vocational School

- Third Column (Implementation Date): Indicate the date the breakfast program will begin in each school. The required dates are September 1, 2004 for schools with any of grades Pre-K through 6 and September 1, 2005 for all other schools. However, you may begin the program earlier if you choose to.

- Fourth Column (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 School Foodservice Authority.

- Fifth Column (Method of Breakfast Service): Indicate how each school will serve breakfast, as per key below:
 - Cafeteria (before the school day begins)
 - Classroom or Homeroom (at the start of the day)
 - Grab 'n' Go (served from various locations as students enter school building)
 - After 1st Period (either in classroom/homerooms or in cafeteria)
 - Other (you must submit a detailed explanation on a separate paper as to how you intend to serve the breakfast to the students)

(continued on other side)

- Sixth Column (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)

- Last Column (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

Bottom of Form: The breakfast implementation plan needs to be signed and dated by a person from the school district who is authorized to sign state agreements/contracts – usually a school business administrator. Please clearly print the name and title of the authorized signature, as well as his/her phone number.

The lower right shaded box is for state agency use only.