# Superintendent’s Memo #003-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: January 11, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Reporting Requirements for 2018-2019 State Funding for Alternative Breakfast Service Models

[Superintendent’s Memo #200-18](http://www.doe.virginia.gov/administrators/superintendents_memos/2018/200-18.shtml) announced applications for state funding for 2018-2019 alternative breakfast service models to provide meals to students through a distribution method different from traditional cafeteria service.

As a condition of receiving these state funds, schools are required to evaluate the educational impact of their alternative school breakfast service model and report the findings to the Virginia Department of Education. **Funded schools that do not provide data by August 31, 2019, are subject to exclusion from funding in the following year (i.e., 2019-2020).** The Department will compile the aggregated results and submit a report to the Governor and the Senate Finance and House Appropriations Committees.

To meet these reporting requirements, the Department will collect data based on the following schedule:

January 2019:

* Principals of schools receiving state funds for alternative breakfast service models (“participating schools”) will be asked to provide baseline school-level data on tardiness and office discipline referrals for the school year prior to alternative breakfast service model implementation; and
* School Nutrition Directors will be asked to provide information on the costs of breakfast service in the school year prior to alternative breakfast service program implementation for participating schools.

May 2019:

* Principals, teachers, and school nutrition program/cafeteria managers within participating schools in your division will be asked to complete an anonymous feedback survey on the alternative breakfast service model(s) available at their school.

July 2019:

* Principals of participating schools in your division will be asked to provide school-level data on tardiness and office discipline referrals for the current school year; and
* School Nutrition Directors will be asked to provide information on the costs of breakfast service in the current school year for participating schools.

Data collection from participating schools will occur through electronic forms sent directly to Principals and School Nutrition Directors through separate correspondence. The deadline for submitting baseline data to the Department is **February 28, 2019**. The deadline for submitting all requested data to the Department is **August 31, 2019**.

If you have questions about the alternative breakfast service model funding, contact Denise Branscome, School Nutrition Program Policy and Research Specialist, at 804-225-2330 or barbara.branscome@doe.virginia.gov. If you have questions about data reporting, contact Dr. Jennifer Piver-Renna, Director for Research, at 804-225-3698 or jennifer.piver-renna@doe.virginia.gov.

JFL/JPR