

**SNP Memo # 2017-2018-18**

TO: Directors, Supervisors, and Contact Persons, Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

DATE: October 11, 2017

SUGJECT: Guidance Regarding Universal Free Breakfast

The purpose of this memo is to provide guidance to School Food Authorities (SFAs) on serving breakfast, at no charge, to students. Several options exist for school breakfast to be served to students at no charge and include Provision One, Provision Two, Provision Three, or the Community Eligibility Provision. Recently, the Food Nutrition Services Division of USDA provided additional guidance on this topic for school divisions not operating in a provisional status and desiring to offer breakfast at no charge to all students. This guidance is outlined below.

**General Information**

 SFAs are permitted to operate a Universally Free Breakfast Program in one or more schools. If a SFA chooses to operate a Universally Free Breakfast Program, they must:

# Ensure that all general program requirements in CFR $§$210.8 are met;

* Price the meal as a unit;
* Keep production records and menus; and
* Meet the meal pattern requirements for breakfast found in CFR §220.8.

**Funding**

SFAs can use funds from their non-profit food service account to cover revenue generated from reduced and paid meals. This use of funds is considered an allowable cost. Before an SFA can operate a Universally Free Breakfast Program, the SFA must conduct a thorough analysis of their current and projected operating costs for each school to ensure they are able to maintain meal quality and requirements without the reduced and paid revenue. This documentation can be kept on file at the SFA but must be available for review.

SNP Memo # 2017-2018-18

Page Two

Options for schools concerned with the operating costs of universal free breakfast include seeking additional non-program funds from the State and local level, as well as grant funding from nonprofit organizations supporting the School Breakfast Program, to enhance the financial viability of Universal Free Breakfast.

If you have any questions, please feel free to contact your regional specialist or me.

SCC/cc