

Ready, Set, Breakfast, Go!

Breakfast After the Bell

Breakfast in the Classroom Toolkit



KENTUCKY



Table of Contents

I. Meet the Creators	3
II. Childhood Hunger in Kentucky	4
III. Impact of Breakfast	5
IV. About the Toolkit Series	6
V. Alternative Breakfast Models at a Glance	7
VI. What is Breakfast in the Classroom?	8
VII. Best Practice for Breakfast Model Implementation	9
VIII. Equipment Purchasing Guide	11
Appendices	
A. Meal Count and Claiming Procedures	15
B. Standard Operating Procedures	18
C. Sample Refrigerator Menu	23
D. Breakfast in the Classroom Signage	24
E. Breakfast Testimonials	31
F. Resources and Contact Information	34

Meet the Creators

School and Community Nutrition

The Kentucky Department of Education's Division of School and Community Nutrition administers several programs that deliver quality nutrition and nutrition education to Kentucky students and other citizens. These programs include the National School Lunch and School Breakfast Programs among others. In addition to the important mission of providing fuel for growth and learning, these programs bring into Kentucky more than \$350 million annually in federal reimbursement funds, employ several thousands of our fellow citizens and utilize thousands of dollars' worth of commodities produced by American farmers. For far too many our children, the meals that they receive through these programs are the only meals they consume that are planned with their nutritional needs in mind.

Feeding Kentucky

Feeding Kentucky is comprised of seven food banks that serve all 120 counties of Kentucky in partnership with a network of over 800 local food pantries and shelters. Last year, members distributed 86 million pounds of food and grocery products - enough for 72 million meals for our struggling neighbors. The mission of Feeding Kentucky is to end hunger, in collaboration with Kentucky's Feeding America Food Banks and partners, through advocacy and resource development.

KY Kids Eat

KY Kids Eat is the childhood hunger program of Feeding Kentucky, a statewide anti-hunger organization. KY Kids Eat is committed to ending childhood hunger in Kentucky by connecting kids to healthy meals 365 days a year. The No Kid Hungry Kentucky Campaign, a partnership between Share Our Strength and Feeding Kentucky, is the key strategy to achieve the mission of KY Kids Eat by ensuring kids get the food they need by increasing access to school breakfast, summer meals, and after-school meals.



KENTUCKY



Childhood Hunger in Kentucky

Hunger is a reality for nearly 700,000 Kentuckians, including 1 in 5 children. They live in every single county in the Bluegrass state.

Food insecurity has a long-term impact on health, education, and Kentucky's economy. Studies show that children living in food insecure homes are at a greater risk for poor health, nutritional deficiencies and obesity, as well as developmental delays and poor academic achievement. As youth spend much time of their day in school, schools have the opportunity to play a critical role in alleviating these possible risks.

Childhood Hunger in Kentucky by the Numbers

186,660	Number of children in Kentucky who struggle with hunger
17%	Percentage of children in Kentucky who struggle with hunger
12th	Kentucky ranked in the nation among percentages of kids struggling with hunger
66%	Percentage of kids getting a free-reduced-price lunch who are also getting school breakfast
5th	Kentucky ranked in the nation among percentages of kids getting a free/reduced price lunch also getting school breakfast



This is a problem with a solution. Programs like school breakfast are designed to close the gap between kids who have enough to eat and those who do not.

The School Breakfast Program helps children get a healthy start to their day. A significant body of research demonstrates that students who receive school breakfast show that they become better learners and are more willing to participate in the classroom.

*From on Facts About Childhood Hunger from No Kid Hungry.

Impact of Breakfast

SCHOOL BREAKFAST CHANGES LIVES

School breakfast can have a potentially dramatic effect on students. On average, students who eat school breakfast have been shown to:



ACHIEVE

17.5% HIGHER SCORES
ON STANDARDIZED MATH TESTS



ATTEND

1.5 MORE DAYS
OF SCHOOL PER YEAR

These impacts have potential long-term economic benefits as well:



STUDENTS WHO ATTEND
CLASS MORE REGULARLY ARE
20% MORE LIKELY
TO GRADUATE
FROM HIGH SCHOOL



HIGH SCHOOL GRADUATES
TYPICALLY EARN
\$10,090 MORE
PER YEAR AND ENJOY A
4% HIGHER EMPLOYMENT RATE

Traditionally, schools have served students breakfast before school starts in the cafeteria. To encourage students' participation, schools have begun to provide alternative breakfast models.

These breakfast models include Grab & Go to the Classroom or to a Common Area, Breakfast in the Classroom, Breakfast as a Class, and Second Chance Breakfast. This change can significantly increase breakfast participation rates by increasing convenience for students and combatting the stigma associated with school breakfast participation.

*From on the Ending Childhood Hunger: A Social Impact Analysis from No Kid Hungry.

Ready, Set, Breakfast, Go!

This toolkit series is designed to help with the launch and implementation of alternative breakfast models within schools in Kentucky. Resources are available within these toolkits to help school nutrition directors and other breakfast advocates with all aspects of the implementation process.

There are several different ways to provide breakfast in your school, all of which have the potential to increase breakfast participation when combined with providing traditional breakfast before the school day.

Every school is unique. Explore the different options and find which program works best with your school.

Breakfast Before the Bell Programs

Breakfast Before the Bell means breakfast is provided to children before the instructional day has officially begun. These breakfast models include:

Traditional Breakfast

Grab & Go to the Classroom

Grab & Go to a Common Area

Breakfast After the Bell Programs

Breakfast After the Bell means breakfast is provided to children after the instructional day has officially begun but does not prohibit schools from also providing breakfast before instructional day begins. Breakfast After the Bell program models include:

Breakfast in the Classroom

Breakfast as a Class

Second Chance Breakfast

ALTERNATIVE BREAKFAST MODELS

	Breakfast in the Classroom	Breakfast as a Class	Second Chance Breakfast	Grab & Go Breakfast
PREPARATION AND SERVICE	School nutrition staff pack breakfast meals to be picked up from the cafeteria or kiosks in the hallway on the way to class.	School nutrition staff prepare breakfast in the cafeteria and serve like traditional breakfast.	Depending on the model used, students can eat in the cafeteria, similar to traditional breakfast, or take a meal to be eaten in between classes or during the next period.	Breakfast will transport to each classroom by school nutrition staff, designated students or volunteers.
TIMING	Students eat during the first 10-15 minutes of class during morning announcements or while the teacher takes attendance or reviews lessons.	Students come as a class at the start of the school day to eat breakfast.	Students get food and take into first or second period of the day.	Students pick up breakfast meals as they arrive at school and eat on the way to class or at their desks after the bell during the first 10-15 minutes of class.
DISTRIBUTION OF MEALS	Teachers, school nutrition staff, volunteers, or students distribute meals to students at their desks or before they take their seats, and then record which, or how many, students eat breakfast.	Led by their teacher, students collectively as a class go to the cafeteria to eat breakfast together. Students select their breakfast from a serving line before checking out at the register.	School nutrition staff distribute meals and students are counted via the POS in the cafeteria or, if using kiosks, through a mobile POS, or on manual lists.	School nutrition staff distribute meals and students are counted via the POS system in the cafeteria or, if using kiosks, through a wireless POS, or on manual lists.
CLEAN-UP	Students clear trash and wipe down own desks. Trash can be placed in the hallway to be collected by custodial staff.	Clean-up in the cafeteria is similar to traditional, before-school breakfast service.	In the cafeteria, cleanup is similar to traditional breakfast. If at kiosks, adequate trash cans should be provided.	Students clear trash and wipe down desks. Trash can be placed in the hallway to be collected by custodial staff.

WHAT IS BREAKFAST IN THE CLASSROOM?



Breakfast in the Classroom (BIC) is an alternative breakfast model where students eat breakfast in their classroom after the official start of the school day. BIC can be served one of three ways:

1. Staff may deliver breakfast to the classroom.
2. Student representatives can go to the cafeteria to retrieve breakfast for their class.
3. Students can receive breakfast from staff off of a cart in the hallway and head into class.

Breakfast items can be served either hot or cold depending on the school's facilities.


Breakfast takes only 10-15 minutes in which teachers may use this time to take attendance, collect homework, deliver announcements, or begin the day's instruction plan. Breakfast in the Classroom provides students with the opportunity to be more productive later in the morning after enjoying a healthy breakfast.

Best Practice for Breakfast Model Implementation

3-4 months prior to rollout

Step 1: Discover which breakfast model works best for you and gain supporters

- Use toolkit series to learn about each service model and match with the best model for your school.
- Share the toolkit series with the school administrative to help develop a common understanding and foster better communication to select the best model for each school.
- Present the breakfast model and initial plan to the principal and superintendent to provide feedback/approval. Be sure to use current participation rates to help show the possible growth in funding and student reach.
- Do a walk through of the building to determine student entry to school and walking patterns to help establish the best location(s) for any point of sale carts, and/or any additional storage locations needed to increase efficiency for program. Include facilities and operations school staff to help create buy-in and support for the plan.
- Develop written, easy to understand and accessible guidelines outlining the who will do what? And when will it take place? And where will students pick up their breakfast and eat it after.
- Meet the teachers, custodial staff, and nutrition staff to discuss breakfast model and gain support/assistance.
- Determine any equipment and storage needs (kiosks, coolers, refrigerators, etc.).



The food service staff at the Annex were excited about Second Chance Breakfast and thought it was fun to be mobile. We bought breakfast carts, WIFI laptops, and keypads to get moving!

-Valerie Knight, FSD at Webster County

Step 2: Develop implementation plan

- Update CNIPS application form and seek approval from SCN.
- Create the menu (See Appendix D).
- Purchase any equipment needed for the execution of breakfast model.
- Update food safety plan.
- Update meal counting and claiming procedures.
- Train nutrition staff.
- Determine the waste removal plan with custodial staff.
- Communicate and market program with students, school staff, parents, etc.

Best Practice for Breakfast Model Implementation

1-2 months prior to rollout

Step 3: Market new breakfast program + trainings

- Schedule meeting with the principal, teachers, custodians, nurses, and school nutrition staff to discuss the new addition of the breakfast model and walk through how it will be executed.
- Notify parents about the new way breakfast will be served. Best practice is to use the website or social media to clearly communicate program information.
- Market to students as well! Explain the new breakfast model to students. Use signage and positive communications promoting how easy the new meal service model will work.
- Continue to train nutrition staff on the execution of the breakfast model.
- Conduct food safety training for staff.

"Annual trainings of teachers, custodians and school nutrition staff has kept all parties on the same page."

-Jan Anderson, FSD at Fleming County Schools

2-3 weeks prior to rollout

Step 4) Housekeeping details

- Conduct a trial run through with child nutrition staff to help ease any anxiety and ensure an understanding of the procedures.
- Remind parents about the new breakfast program through a flyer or the school's phone/texting system or website or social media platforms.
- Check in with teachers and staff to answer any outstanding questions.
- Remind the students about the new breakfast program over the morning announcements or flyer or word-of-mouth.
- Plan an evaluation tool/meeting for staff and students to determine necessary changes/improvement to the program.

"A survey is sent out for teachers and students to evaluate menus. This survey is a great evaluation tool to help improve the program"

-Jan Anderson, FSD at Fleming County Schools

Equipment Reference Guide

Crate Coolers

Price Range
\$300-\$1200



Barrel and Crate Lid

Price Range
\$35-\$55



Hot/Cold Cart

Price Range
\$4800-\$5800



Mobile Carts

Price Range
\$2100-\$3000



Equipment Reference Guide

Mobile Slant Shelving

Price Range
\$300-\$400



Cart for breakfast bags

Price Range
\$250-\$350



Crate Cooler Bags

Price Range
\$50-\$150



Cube Cooler

Price Range
\$60-\$200



Equipment Reference Guide

Double Menu Board

Price Range
\$400-\$600



Recycling Bins

Price Range
\$70-\$90



Appendices

A. Meal Count and Claiming Procedures	15
B. Standard Operating Procedures	18
C. Sample Refrigerator Menu	23
D. Breakfast in the Classroom (BIC) Signage	24
E. Breakfast Testimonials	31
F. Resources and Contact Information	34

Breakfast After the Bell - Point of Service Meal Counting

The National School Breakfast Program requires that meals be counted at the Point of Service (POS). Breakfast after the bell meals must be counted in accordance with the same regulations and guidelines that govern traditional School Breakfast Program service.

There are special considerations when planning an alternative meal service, such as Breakfast in the Classroom (BIC), Grab and Go Breakfast, or Second Chance Breakfast.

Requirements

- SFAs must have a Point of Service (POS) meal counting system that identifies:
 1. Student eligibility status, but not overtly, when they receive a reimbursable meal.
 2. Selected items/components meet the requirements of a reimbursable meal.
- POS meal counting systems may be:
 1. Electronic systems that utilize a software program, where students use a meal card, an identification number, etc.
 2. Manual / combination systems that involve a paper roster that is used to check students off as they receive a reimbursable meal.
 - Roster information may or may not be entered into an electronic system.
 - Rosters are the source documentation of meal counts and must be saved.
- Meal counting methods that are NOT acceptable include:
 1. Meal counts based on attendance.
 2. Meal counts based on tray counts,
 3. Meal counts based on bag counts.
 4. Meal counts taken at beginning of service line with no check for reimbursable meals.
 5. Back-out systems – Counts claimed by “backing out” meals. For example, counts taken that record only students that were absent that day or those who did not take a meal.

Breakfast After the Bell - Point of Service Meal Counting

Non Base Year Provision 2 and CEP

Schools that operate under Provision 2 (non-base year) or the Community Eligibility Provision (CEP) can use a simplified POS meal counting system that uses tally sheets to count the number of meals that are served. This method should only be used in classrooms and other areas outside of the cafeteria where the flow of students is able to be controlled in order to prevent the possibility of second meals being served and counted. Edit checks must still be conducted on meal counts for the meal service and prior to claiming for reimbursement.

This method may not be used when there are multiple areas in the school where breakfast meals are available and the flow of students is not able to be controlled to prevent students from obtaining a meal through multiple points of service or if there is more than one breakfast service, such as a second chance breakfast service.

Alternative Breakfast Models - Recommendations & Requirements

• Breakfast in the Classroom (BIC)

- Classroom Roster: This is the simplest method for BIC meal counting. If your school has a POS system used in the cafeteria for lunch service, it can provide classroom rosters (daily, weekly or monthly) for staff to claim breakfasts.

1. Check off students if they have taken a reimbursable meal.
2. Return completed rosters to the cafeteria each morning at the end of the service.
3. Maintain rosters as supporting claim documentation.
4. Retain according to record retention schedules.

- Electronic POS System: A mobile POS system can also work well. These can be operated by teachers or by a Nutrition Staff member who goes from classroom to classroom. Consider the use of tablets or other electronic systems on mobile carts. This system eliminates the need for a manual meal count consolidation and decreases the risk of clerical error in meal counting.

Breakfast After the Bell - Point of Service Meal Counting

Meal Counting and Claiming Procedures, Civil Rights and HACCP

Alternative point of service systems must be included in the SFAs meal counting and claiming procedures and approved by SCN prior to implementation. Meal counting and claiming procedures must clearly demonstrate that accurate meal counts will be obtained and provide adequate internal controls to ensure that no second meals can be counted for reimbursement.

SFA's must provide training to all staff (including non-program staff who take meal counts) on the alternative point of service procedures, the required USDA civil rights training topics and the applicable HACCP procedures.

Breakfast in the Classroom

Standard Operating Procedure

Purpose:

The purpose of the Breakfast in the Classroom SOP is to prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

Scope:

This procedure applies to all school staff or volunteers who are involved in the breakfast in the classroom meal service.

Instructions:

Teachers and other school employees will follow ordering procedures established by food service for breakfast in the classroom. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude breakfast in the classroom. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers and other school employees with breakfast set up, service and clean up duties in the classroom will:

1. Observe appropriate food handling techniques such as:
 - a. Keeping cold and hot items in transporters until time of meal service.
 - b. Serving meals as soon as possible when delivered to classroom.
 - c. Washing hands prior to assembling and distributing meals.
 - d. Encouraging students to wash hands prior to meal service.
 - e. Keeping cold and hot foods in transport container to keep at safe temperatures.
 - f. Discarding leftover food that has been served to students and any cold or heated food products that have been removed from the transporters immediately following the meal service in appropriate receptacles.
 - g. Following established procedures for returning/discarding menu items that have not been served to students.
 - h. Using cleaner in spray bottle obtained from food service to wipe desks and contact surfaces.
 - i. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.
2. Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice.

The food service manager/supervisor will:

1. Develop and share procedures for ordering breakfasts for service in the classroom and any anticipated changes in counts.
2. Plan breakfast menus with food safety in mind.
3. Process order placed by teacher or other personnel.
4. Arrange for an appropriate time for delivery.
5. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
6. Obtain suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 °F. or above up to time items are removed from ovens up to time of service.

Note: All heated items will be discarded after breakfast service to maintain product integrity and as food safety measure.

7. Review safe handling procedures listed above with teacher or other school personnel with breakfast transporting, set up, serving and clean up responsibilities.
8. Routinely visit classrooms to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
9. Monitor food waste to determine if menu revisions or changes in number of items packed based on what students take under Offer versus Serve policy.
10. Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.

11. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41°F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

All school foodservice staff who prepare and/or pack breakfast for service in classroom will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.
2. Prepare and pack breakfast according to the order and make necessary modifications for anticipated changes in the counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left between 41°F. and 135°F. which includes:
 - a. Keeping cold items under refrigeration until time of transport to classrooms.
 - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery to the classroom.
4. Use gloves or utensils to prevent bare hand contact when handling ready to-serve foods.
5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items.

Note: Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41°F. or below, it is not necessary to insert probe directly into opened milk carton.

All school foodservice staff receiving returned food items and transporters will:

1. Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
2. Discard any items that have been open or appear to have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
3. Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other potentially hazardous cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
4. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
5. Store utensils, transporters, pans and other items to minimize contamination.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. For hot foods held for service:
 - Verify that the storage and transportation equipment is clean and able to maintain hot temperatures.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot time/temperature control for safety foods should be 135 °F or above before placing the food in transportation containers.
4. For cold foods held for service:
 - Verify that the storage and transportation equipment is clean and able to maintain cold temperatures.
 - Chill foods, if applicable, in accordance with the Cooling Time/Temperature Control for Safety Foods SOP.
 - All cold time/temperature control for safety foods should be 41 °F or below before placing the food in transportation containers.

CORRECTIVE ACTION:

1. Retrain any school employee found not following the procedures in this SOP.
2. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready to-Eat, Time/Temperature Control for Safety Foods; Cooling Time/Temperature Control for Safety Foods; and Hot and Cold Holding for Time/Temperature Control for Safety Foods SOPs.

VERIFICATION AND RECORD KEEPING:

School nutrition employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The school nutrition manager will verify that school nutrition employees have taken the required temperatures by visually monitoring school nutrition employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ BY: _____

REVIEW DATES:

REVISED DATES:

Sample Breakfast Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Sausage & Pancake Stick	Strawberry Swirl Yogurt	WG Fudge Toaster Pastry	Mini Pancakes	WG Donut Variety
Apple Slices	WG Graham Crackers	Banana	Diced Peach Cup	Apple Slices
	Flavored Raisins			
1%, plain, or skim flavored milk	1%, plain, or skim flavored milk	1% plain, or skim flavored milk	1%, plain, or skim flavored milk	1%, plain, or skim flavored milk
100% Orange Juice	100% Apple Juice	100% Grape Juice	100% Apple Juice	100% Orange Juice

CHOOSE 1



KENTUCKY



This institution is an equal opportunity provider.

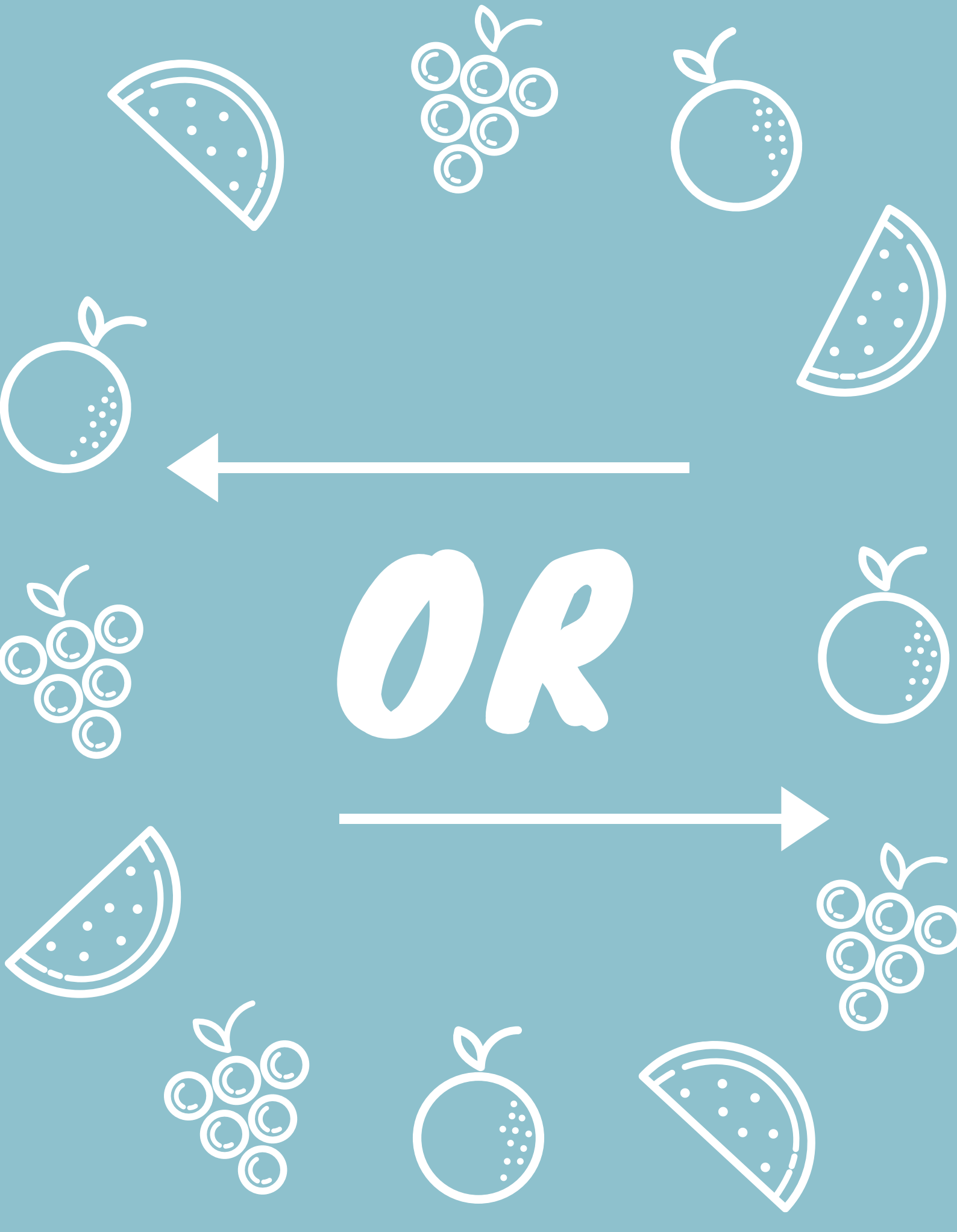
CHOOSE 2



KENTUCKY



This institution is an equal opportunity provider.



KENTUCKY



This institution is an equal opportunity provider.



KENTUCKY



This institution is an equal opportunity provider.



MUST CHOOSE Fruit or Fruit Juice



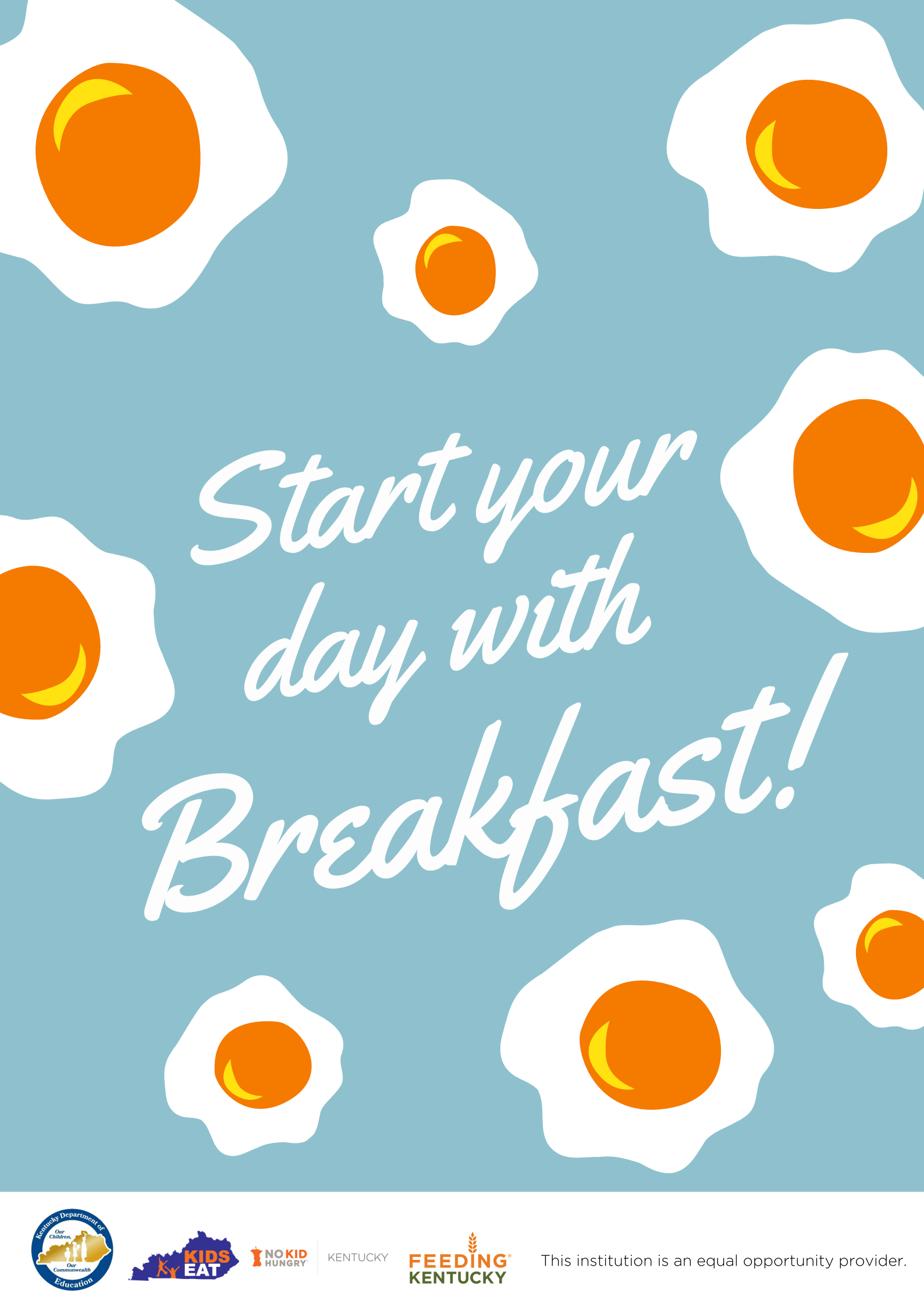
TAKE A MILK!



KENTUCKY



This institution is an equal opportunity provider.



*Start your
day with
Breakfast!*



KENTUCKY



This institution is an equal opportunity provider.

What People Are Saying About Breakfast In The Classroom

Graves County Middle School

When Jackie Snelling, Cafeteria Manager at Graves County Middle School, first came to the middle school they were only feeding 95-100 students for breakfast each morning.

Jackie met with the Food Service Director to discuss potential breakfast models and implementation strategies they could offer to increase their breakfast participation. They decided to implement Breakfast in the Classroom (BIC) as their goal is to feed every child in the school.

"I think it is important to get the word out there about alternative ways to serve breakfast. I was totally blown away after we implemented Breakfast in the Classroom and saw the numbers go from 95 to 500 - it is worth it!"



Madison County Middle School



For several years, Madison Middle School has offered traditional breakfast in the cafeteria before school. Principal Amie Gallion noticed that the kids appeared worried about the stigma of waiting in line or showing up late to class because they wanted breakfast. This inspired the implementation of Breakfast in the Classroom (BIC).

"We go to every classroom and give all students breakfast to erase any stigma," said Principal Gallion.

Since making breakfast a part of the school day and moving it into the classroom, the number of students eating breakfast has continued to climb each day. "We want breakfast made readily accessible for these kids because they are good and healthy meals!"

We hope this breakfast model toolkit will be a helpful ongoing resource to assist you in launching a Breakfast in the Classroom program.

This is part of a series of toolkits designed to help with the implementation of alternative breakfast models including: Grab & Go to the Classroom or to a Common Area, Breakfast as a Class, and Second Chance Breakfast.

View the entire toolkit series at <https://feedingky.org> or <https://cnips.education.ky.gov/cnips/Splash.aspx>



USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.org

This institution is an equal opportunity provider.



KENTUCKY





If you have any questions, or if you would like to speak with someone regarding your breakfast program you may contact:

The Kentucky Department of Education's Division
of School and Community Nutrition
kyschoolnutrition@education.ky.gov
502-564-5625

Feeding Kentucky
kykidseat@feedingky.org
502-699-2656



KENTUCKY

