

# Ready, Set, Breakfast, Go!

## Breakfast Before the Bell Grab N' Go Breakfast Toolkit







KENTUCKY

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# 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 antihunger 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 freereduced-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: Gran & Go to the Classroom or to a Common Area; Breakfast in the Classroom; Breakfast as a Class; and Second Chance Breakfast. This simple change can significantly increase breakfast participation rates by combatting the stigma associated with school breakfast participation and increase convenience for students.

\*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.	classroom by school nutrtion 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	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.	cafeteria or, if using kiosks,	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	breakfast. 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 GRAB N' GO BREAKFAST?



Grab N' Go Breakfast to a Classroom or to a Common Area is an alternative breakfast model where students pick up conveniently packaged breakfasts from mobile service carts.

Breakfast could be distributed to students on their way into school, at bus drop-off areas, or on their way to class.

Many schools choose Grab N' Go because of the flexibility of location, time and food selection that this model allows. Breakfast menus are designed for students on the go, with prepackaged items allowing students to easily eat outside the cafeteria or save breakfast for when they are hungry.

Offering Grab N' Go Breakfast is a great way to improve the school environment and ensure all children have the opportunity to receive a nutritious 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.).



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.

## 2-3 weeks prior to rollout

#### Step 4) Housekeeping details

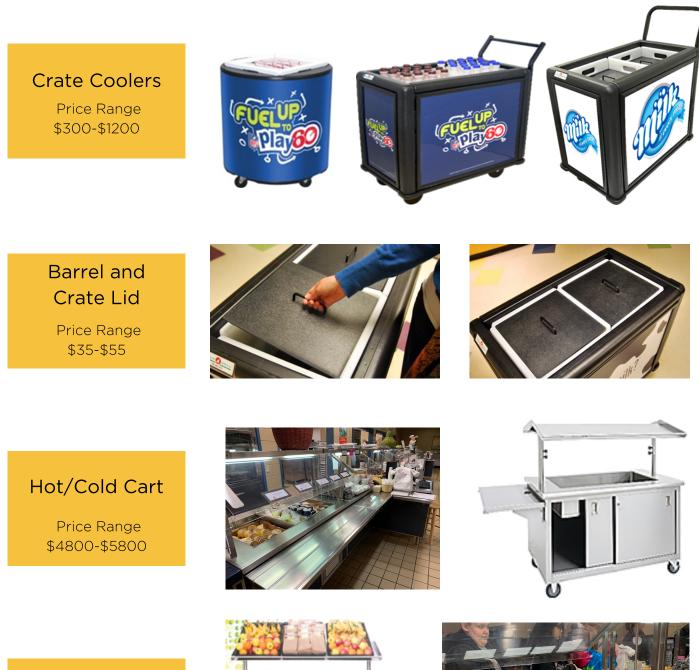
- Conduct a trial run through with child nutrition staff to help ease any anxiety and ensure an understanding of the procedures.
- Remind parents about the new breakfast program through a flyer or the school's phone/texting system or website or social media platforms.
- Check in with teachers and staff 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 "Annual trainings of teachers, custodians and school nutrition staff has kept all parties on the same page."

-Jan Anderson, FSD at Fleming County Schools

## Equipment Reference Guide



### 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



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## 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

#### Grab N' Go Breakfast

- 1. Mobile Service Carts: Carts equipped with a computer or point of service machine placed at the school entrance or another high-traffic area.
- 2. The POS system must be able to prevent students from claiming multiple breakfasts from different Grab N and Go locations

#### 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.

## Grab N' Go Breakfast Standard Operating Procedure

#### PURPOSE:

Foodservice employees with meal preparation, set up, service and clean up responsibilities will work together to ensure that meals served outside of the cafeteria in a grab 'n' go style, such as on a cart or table, are safe to eat, and that appropriate food safety measures are followed when there are leftover food items.

#### SCOPE:

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

#### **INSTRUCTIONS:**

Foodservice employees with meal service and clean up duties will:

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.
- c. Washing hands prior to assembling and distributing meals.

d. Keeping cold and hot foods in transport container to keep at safe temperatures.

e. 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.

f. Following established procedures for returning/discarding menu items that have not been served to students.

g. Using cleaner in spray bottle obtained from food service to wipe down carts or tables.

h. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.

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 meals for grab 'n' go service and any anticipated changes in counts.

2. Plan menus with food safety in mind.

3. Arrange for an appropriate time for delivery.

4. 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.

5. 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 meal service to maintain product integrity and as food safety measure.

6. Review safe handling procedures listed above with foodservice employees with meal transporting, set up, serving and clean up responsibilities.

7. Routinely visit grab 'n' go locations to determine if appropriate food safety measures are followed and evaluate set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training when there are non-compliance findings.

8. 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.

9. Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not kept 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.

10. 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 meals for grab 'n' go service will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.

2. Prepare and pack meals according to the planned menu 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.b. Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery.

4. Use gloves or utensils to prevent bare hand contact when handling readyto-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 meals. Note: Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41F. 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:

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.
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.

• Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from carts.

• 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 Readyto-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 Biscuit WG Cinnamon Toaster Pastry Orange Slices	Cinnamon Roll Assorted WG Cereal Bowl Apple Slices	Breakfast Burrito WG Fudge Toaster Pastry Banana	French Toast Sticks WG Chocolate or Powdered Donuts Orange Slices	Chicken Nibbler Biscuit WG Strawberry Toaster Pastry Apple Slices
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% Apple Juice	100% Orange Juice	100% Grape Juice	100% Apple Juice	100% Orange Juice







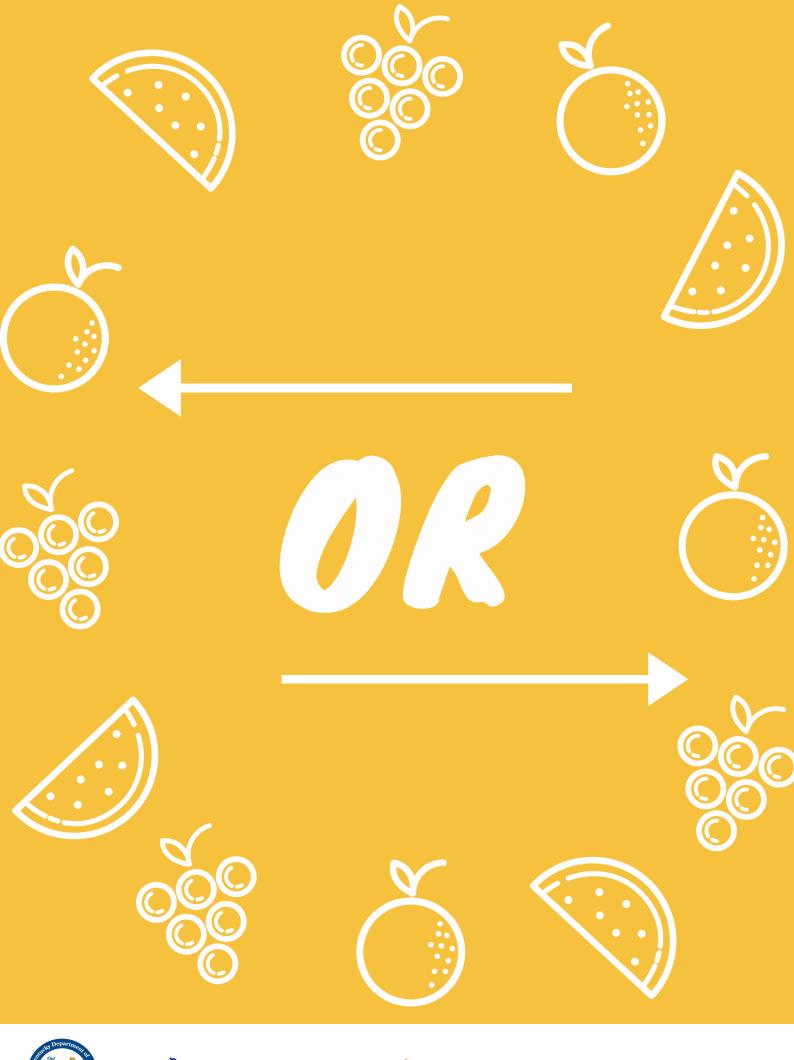










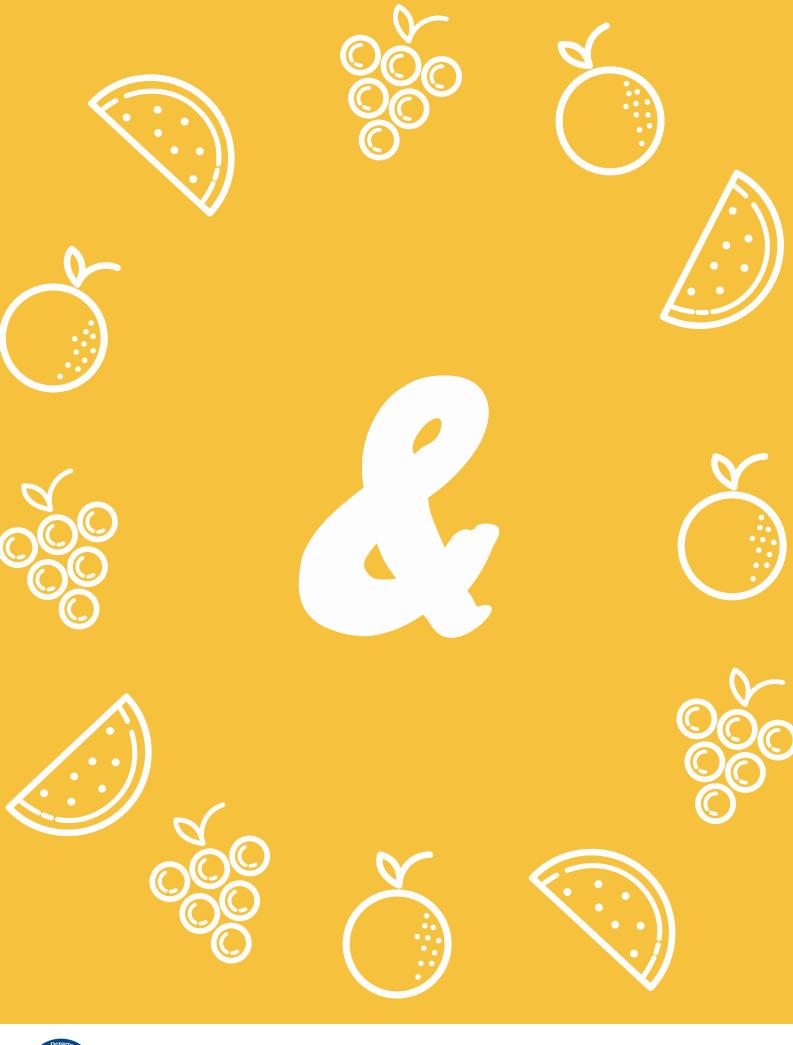


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Come Come Consecution



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# AUST CHOOSE Fruit or Fruit Juice







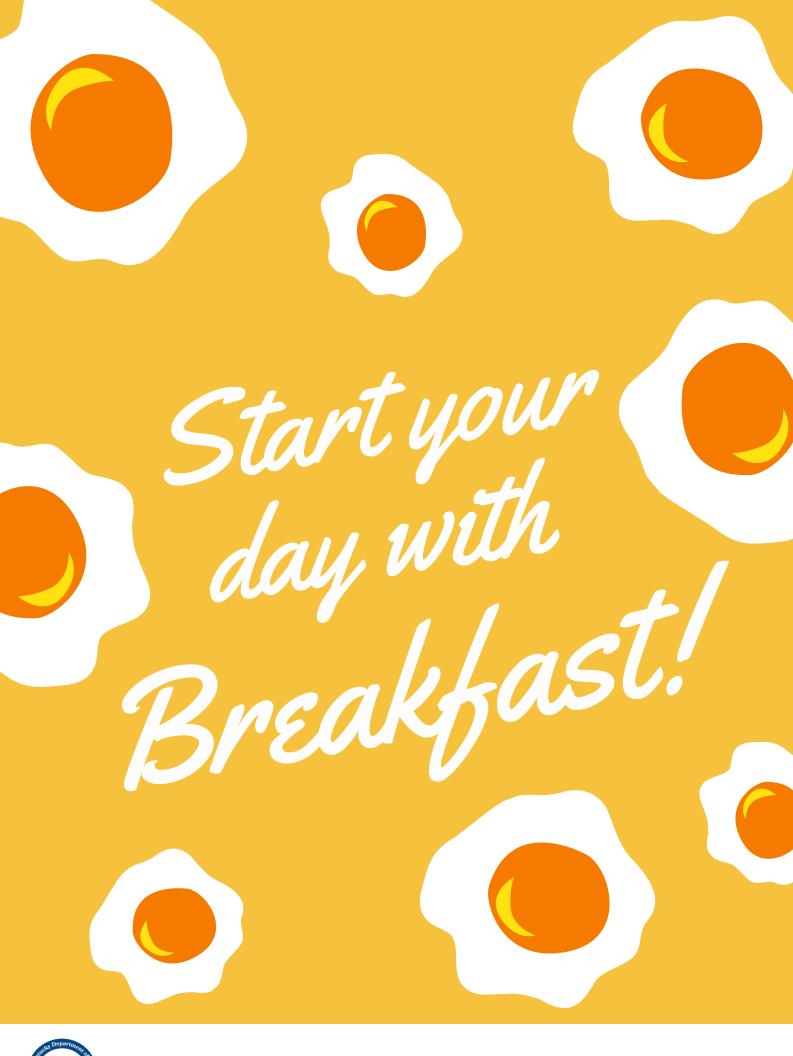






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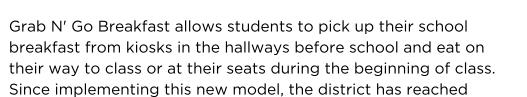


# What People Are Saying About Grab N' Go Breakfast

## Bowling Green Independent School District

Bowling Green Independent School District's Director of Food Service Operations, Dalla Emerson, has been a creative and active force to find new ways to serve breakfast to the kids in her district.

With the breakfast participation being so low, they saw the need and wanted to fix it. They started exploring potential programs that would make breakfast more accessible for the children. "We had some carts and decided to roll them out and see what would happen," said Dalla.



"It has been a big success! We looked at the numbers and we're like, That can't be!"





## Potter Gray Elementary School

Keith Brown is the principal at Potter Gray Elementary School in Bowling Green Independent School District. During his first year as principal at Potter Gray he did not delay in exploring alternative breakfast programs to raise their participation.

For students who do not have the time to eat before arriving at school, school breakfast provides an excellent opportunity to start the day with a healthy morning meal. Potter Gray started Grab N' Go Breakfast, which gave the students a more accessible breakfast option. Many more students are now starting their days with a healthy breakfast. They have raised their breakfast participation from 53% to 62%.

Keith Brown states, "When people think of adding something new the first though that pops up is 'we can't do it.' But there are easy options that can be implemented to serve breakfast that don't take a lot of effort to do or extra people. It is all in the mindset. We can do this! Be creative and keep an open mind for it to be successful." We hope this breakfast model toolkit will be a helpful ongoing resource to assist you in launching a Grab N' Go to a Classroom or to a Common Area program.

This is part of a series of toolkits designed to help with the implementation of alternative breakfast models including: Breakfast in the Classroom, 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**

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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

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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

KY Kids Eat-Feeding Kentucky kykidseat@feedingky.org 502-699-2656 (office)







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