

Ready, Set, Breakfast, Go!

Breakfast After the Bell

Second Chance 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 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 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 the schools of 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 SECOND CHANCE BREAKFAST?



Second Chance Breakfast is an alternative breakfast model where students eat breakfast during a break in the morning, often after first period or between breakfast and lunch.

Schools can serve breakfast in the same manner as they would with Traditional Breakfast or Grab N' Go Breakfast. It can be served in the cafeteria where students select their food from a serving line or it may be offered from carts or kiosks located in high-traffic areas of the school. Students typically have 10-15 minutes to eat their breakfast before their next class.

This breakfast model is very beneficial in reaching those who arrive late to school or those who may not be hungry when they first arrive.


Second Chance Breakfast helps ensure that all children have a healthy start to their day.

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



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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

- **Second Chance Breakfast**

1. Electronic POS: This is necessary to ensure that students do not take a second meal if breakfast is still served before school.

- 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.

Standard operating procedures

Second Chance Breakfast is an alternative breakfast model where students eat breakfast during a break in the morning, often after first period or midway between breakfast and lunch.

Schools can serve Second Chance Breakfast in the same manner as they would with Traditional Breakfast or Grab N' Go Breakfast.

- If your school is serving Second Chance Breakfast in the manner of Traditional Breakfast in the Cafeteria, please refer to your schools Standard Operating Procedures for Traditional Breakfast.
- If your school is serving Second Chance Breakfast in the manner of Grab N' Go Breakfast, please refer to the Breakfast Before the Bell: Grab N' Go Breakfast Toolkit that is apart of the Ready, Set, Breakfast, Go! Toolkit series for the Standard Operating Procedures.

Sample Breakfast Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Pizza	Chicken Nibbler Biscuit	Cinnamon Bun	Bacon, Egg, and Cheese Biscuit	Southwest Breakfast Burrito
Chunky Monkey Yogurt Parfait	WG Chocolate or Powdered Donuts	Banana Split Yogurt Parfait	WG Chocolate or Powdered Donuts	Mixed Berry Yogurt Parfaits
Assorted WG Toaster Pastries	Assorted WG Toaster Pastries	Assorted WG Toaster Pastries	Assorted WG Toaster Pastries	Assorted WG Toaster Pastries
Apple Slices	Sliced Peaches	Banana	Mandarin Orange Cup	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% Juice Variety	100% Juice Variety	100% Juice Variety	100% Juice Variety	100% Juice Variety

CHOOSE 1



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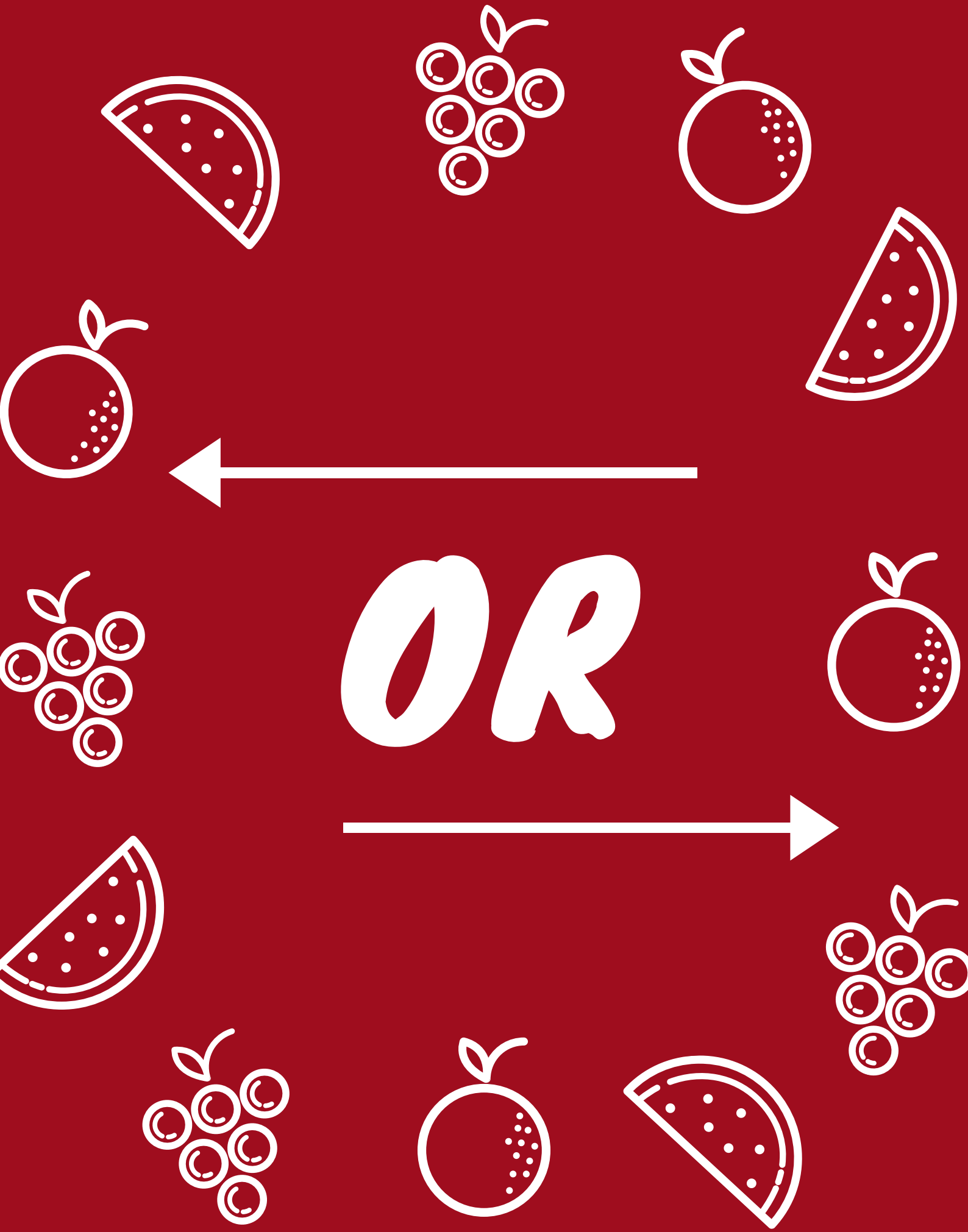
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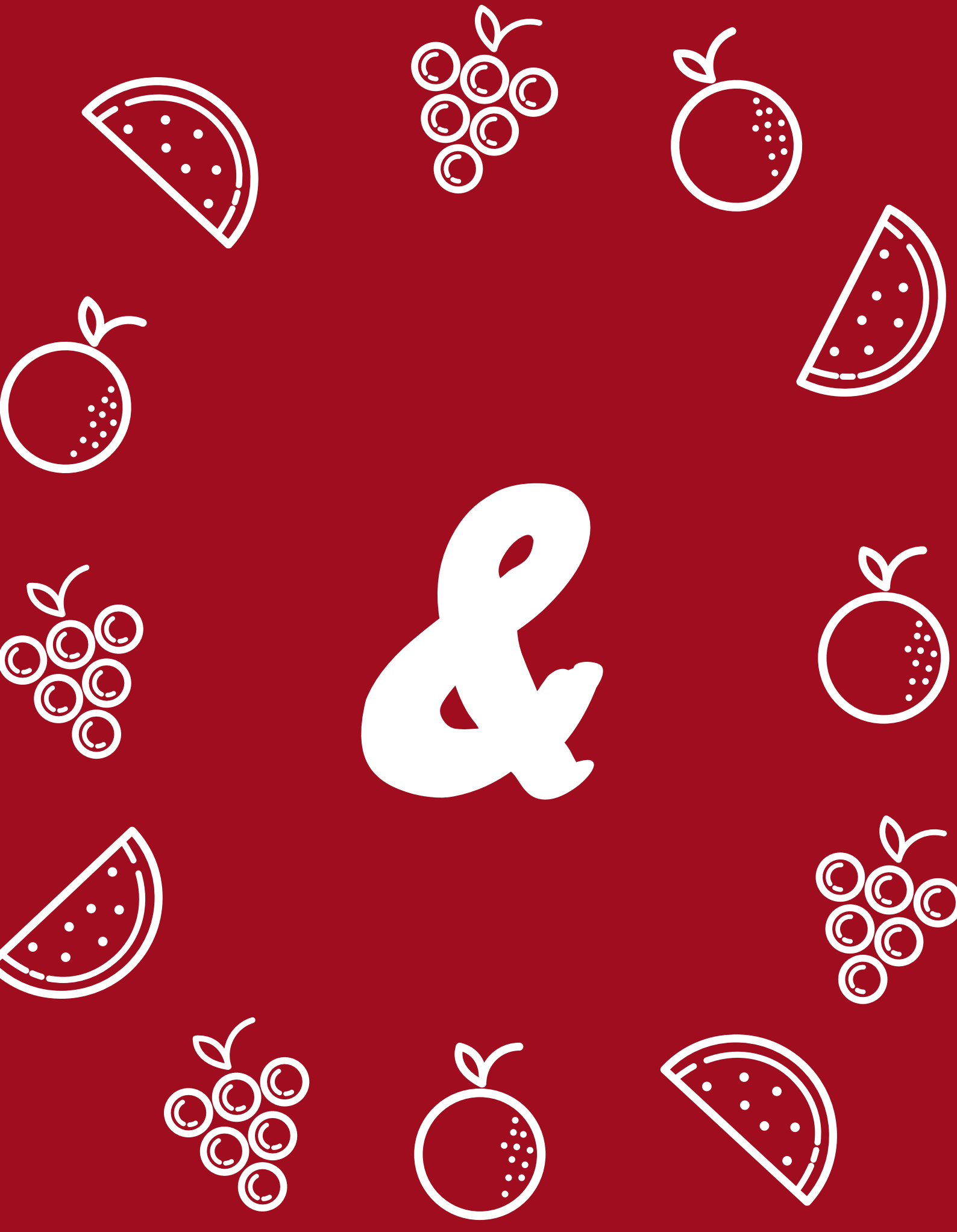


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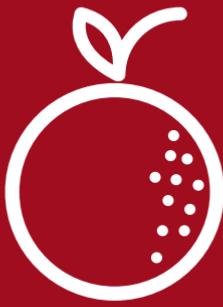
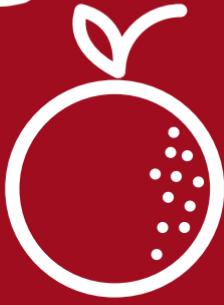
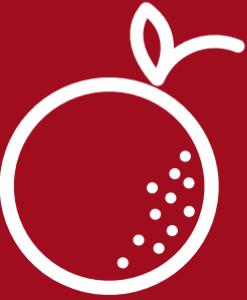
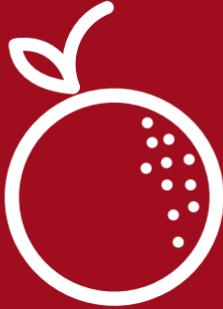




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MUST CHOOSE
Fruit or Fruit
Juice



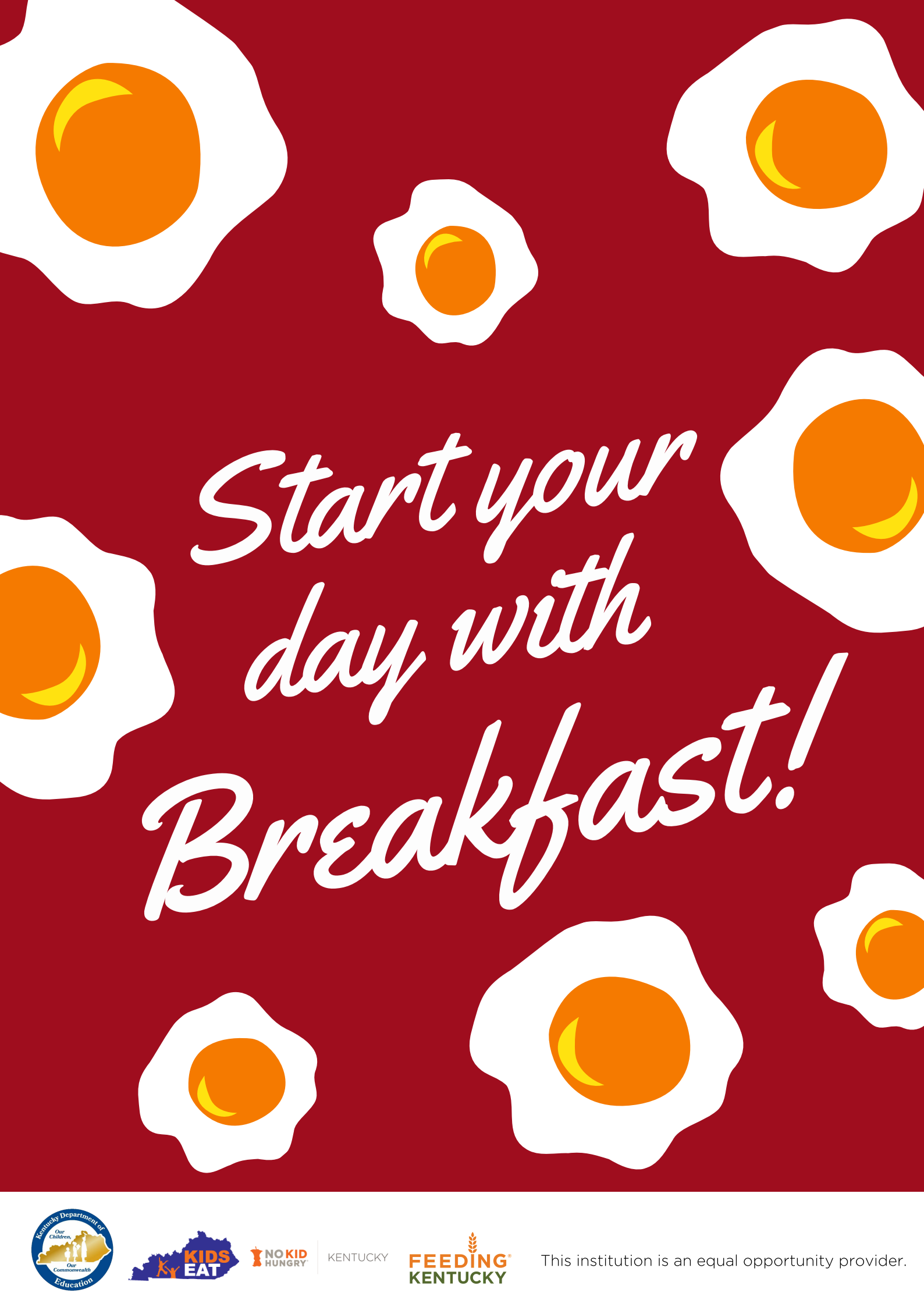
**TAKE A
MILK!**



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*Start your
day with
Breakfast!*



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What People Are Saying About Second Chance Breakfast

Marion County High School

Marion County High School shifted from just offering traditional breakfast to adding Second Chance Breakfast to ensure each student has access to a healthy nutritious breakfast.

Joan Langford, the Cafeteria Manager at Marion County High School, said "many students can't eat first thing in the morning and should have the opportunity to eat later. Since we started offering Second Chance Breakfast options, we now reach an average of 500 students!"



Second Chance Breakfast is offered out in the hallways, in the tech centers and to students from Washington County. Since implementing this new model, breakfast participation has risen from 47% to 83%.

Burns Middle School

Dane Ferguson has been the principal at Burns Middle School for twelve years and has always offered Traditional Breakfast in the Cafeteria. They were presented with the opportunity to start offering Second Chance Breakfast, in which they decided to do, so that they could reach more kids with breakfast.

Before implementing Second Chance Breakfast only 43% of students were eating breakfast every day. Since making breakfast more accessible, the number of students eating breakfast has climbed to 95%!

"Kids really enjoy the Second Chance Breakfast and are appreciative. They feel better, have less visits to the health room, and they are more awake and ready for the day," said Principal Ferguson. "Sometimes we take for granted that our kids are eating breakfast everyday. There are many students who don't have the resources at home to eat in the morning and that number is continuously growing. Providing free breakfast at school can help decrease that."



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

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



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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
502-564-2656

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



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