



State of New Jersey

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To: Chief School Administrators, Charter School Leads, Non Public School Administrators, Renaissance School Project Lead Persons

From: Arleen Ramos-Szatmary, Coordinator *Arleen Ramos-Szatmary*
School Nutrition Programs

Date: September 2016

Subject: Important Breakfast in the Classroom Guidance

In School Year 2016-2017, it is important to highlight certain areas of the School Breakfast Program to ensure compliance with the Healthy, Hunger-Free Kids Act of 2010. Last year, common problems were identified during the Administrative Review process with some of the methods being used for serving and claiming breakfast meals in the classroom.

As recently mentioned in the memo of August 30th from Susan Martz, Department of Education, New Jersey has significantly increased the number of children with access to breakfast in school. This is due, in great part, to the initiative by the Department of Education and the Department of Agriculture to have breakfast served in the classroom after the start of the school day, and to have the time counted as **instructional time**. Also, the support from the “Food for Thought” advocacy campaign has been exemplary and fruitful.

A large number of schools have embraced the Breakfast in the Classroom model, and we commend their efforts in making this decision to ultimately offer a healthy breakfast to the children in the schools. Since schools are reimbursed with federal funds for breakfast, the process of serving breakfast and claiming the meals must also comply with federal regulations.

Attached is a brochure that presents an overview of the federal regulations regarding meal service and meal claiming for the Breakfast in the Classroom model. It will provide administrators, teachers and support staff with a basic understanding of the importance of serving a compliant breakfast and claiming it correctly for reimbursement. **Most importantly, it can act as a foundation for the training necessary for teachers and staff that are not food service personnel, but who are involved in any way in classroom feeding. This guidance must be shared with any staff involved in classroom feeding.** Additional and more detailed training resources are provided in the booklet.



During an Administrative Review, fiscal penalties are assessed for incomplete meals and meals claimed inaccurately during breakfast. The School Nutrition Programs Unit's intent is to provide the necessary tools for success and prevention of possible reimbursement loss.

We value your partnership in serving healthy breakfasts to your students, and encourage you to expand breakfast in the classroom in your schools. We look forward to a successful year and helping you to provide healthy and compliant meals.