



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**FOOD SERVICE**

**ADMINISTRATIVE POLICY NO. 4  
SCHOOL YEAR 2016-2017**

**SUBJECT:** Outreach to Households on the Availability of the School Breakfast Program

**DATE:** August 3, 2016

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, establishes requirements for conducting outreach to households on the availability of the School Breakfast Program (SBP). The purpose of this memorandum is to provide guidance on the implementation of the provision that requires schools participating in the National School Lunch Program to conduct outreach on the availability of the SBP just prior to or at the beginning of the school year.

As instructed in the United States Department of Agriculture's (USDA) Child Nutrition Reauthorization 2010: Outreach to Households on the Availability of the School Breakfast Program, SP 40-2011, the Michigan Department of Education is informing School Food Authorities (SFAs) of the requirement of outreach in an effort to help more children benefit from the nutritious meals served in the SBP.

SFAs participating in the SBP must inform families of the availability of breakfast. A notification of the availability of breakfast must be relayed just prior to or at the beginning of the school year in the informational packets that are sent to each household with free and reduced price meal applications for the new school year. In addition, the schools should send reminders regarding the availability of the SBP multiple times throughout the school year. Schools can provide communication through various means – public address announcements, disseminating printed or electronic material to families and school children. Information about the SBP should be posted on the school's website. Informing your community of the availability of school breakfast will not only improve breakfast participation, it will help nourish your students helping to make sure they are fully prepared to learn.

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For more information, visit [SBP Toolkit](#)<sup>i</sup>, which serves as a resource for outreach and expansion activities. Be sure to take advantage of other resources and materials through Team Nutrition and other interested parties. The full content of the guidance from USDA can be found at: [USDA Memo SP 40-11](#)<sup>ii</sup>.

Questions regarding this Administrative Policy may be directed to the School Nutrition Programs unit by e-mail to [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).

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<sup>i</sup> <http://www.fns.usda.gov/sbp/expanding-your-school-breakfast-program>

<sup>ii</sup> [http://www.michigan.gov/documents/mde/SP\\_40-2011\\_sbbreakfast\\_355769\\_7.pdf](http://www.michigan.gov/documents/mde/SP_40-2011_sbbreakfast_355769_7.pdf)