

SCHOOL BREAKFAST ASSESSMENT TOOL



GOAL: To increase average daily participation in the _____
School Breakfast Program _____ % by _____

OBJECTIVE	ACTION ITEMS	THINGS TO CONSIDER	RESPONSIBLE PARTY	DATE
Create a school breakfast expansion team or make breakfast a priority for an existing Wellness Committee or health-focused team	Contact key stakeholders/ Wellness Committee	Consider involving the following people and any others involved in past nutrition-related initiatives: - School Food Service Director - Administrative Staff - Superintendent - School Board Members - Local Wellness Committees - Local or National Anti-hunger Advocates - Teachers and Students - Parents - State Department of Education - USDA Food and Nutrition Service Regional Office		
Analyze current and potential participation rates	Gather district and/or state data on school meal program participation Gather pertinent demographic information	Demographic information can include: the number of free and reduced price eligible students, poverty rates, food security in the area. Estimate current financial situation and project additional costs and revenue with expansion goals.		
Analyze barriers to participation and logistical considerations for your school or district	Speak with administrators, students, and parents Gather information from local anti-hunger advocates	Use the Assessing Barriers to Establishing or Expanding School Breakfast checklist in the USDA Energize Your Day with School Breakfast Toolkit as a starting point for discussion and as a way to rate the significance of potential barriers.		
Analyze budget	Gather information to determine how the proposed changes will impact the food service budget.	Use the Budgeting Resources section in the USDA Energize Your Day with School Breakfast Toolkit as a starting point.		
Draft an expansion strategy	Utilize information collected to tailor plans to meet your school or district's specific needs. Design a meal service delivery plan that adopts breakfast as part of the school day. Strategies for Program Expansion Identify schools with low participation rates where an expansion plan could have the largest impact.	Include only relevant data; format as a proposal to present to key stakeholders. Include list of potential partnerships and funding sources, if applicable.		

SCHOOL BREAKFAST ASSESSMENT TOOL CONT.



<p>Gain support from key stakeholders</p>	<p>Organize meetings to present and share findings and gain support from key stakeholders.</p> <p>Select schools to pilot expansion strategy and define measures of success.</p> <p>Utilize state agencies, advocates, and USDA Food and Nutrition Service and other districts for technical expertise in designing the specifics of your strategy.</p>	<p>Plans that prioritize gaining the support of teachers and custodians are most successful.</p> <p>Measures of success can include: Quantitative increases in participation rates, decreased rates of tardiness, absenteeism, and visits to the school nurse, improved test scores, and/or parent, teacher, or student satisfaction surveys.</p>		
<p>Implement the expansion strategy</p>	<p>Pilot the strategy in selected schools</p> <p>Market to students, parents, and the community</p>	<p>The Marketing section of the USDA Energize Your Day with School Breakfast Toolkit includes tips and strategies for generating support for your breakfast program.</p>		
<p>Monitor progress</p>	<p>Host meetings to share successes and brainstorm new ways to promote breakfast.</p> <p>Provide regular updates to superintendent/principals.</p>	<p>Ideas for continuous education and promotion of Breakfast Program.</p> <p>Should be ongoing for all school meal programs.</p>		
<p>Evaluate the expansion strategy</p>	<p>Discuss challenges and successes encountered during implementation.</p>	<p>Collect valuable information and record outcomes that can be used to show the success of your program as well as challenges, solutions, and lessons learned that can be used by other schools or districts. The Evaluating Successful Breakfast Outcomes section of the USDA Energize Your Day with School Breakfast Toolkit lists some desirable program outcomes that you may wish to adopt.</p>		

ADAPTED from the USDA Energize your Day! Eat School Breakfast Toolkit