

DOCUMENT RESUME

ED 124 614

UD 016 062

TITLE Guidelines for Planning the School Breakfast Program.

INSTITUTION Georgia State Dept. of Education, Atlanta. Office of School Administrative Services.

PUB DATE 76

NOTE 20p.

EDRS PRICE MF-\$0.83 HC-\$1.67 Plus Postage.

DESCRIPTORS *Breakfast Programs; Child Welfare; Eating Habits; Food Standards; *Guidelines; Health; Health Conditions; Health Programs; Health Services; Hunger; Living Standards; *Minority Group Children; *Nutrition; Program Design; *Program Development; *Program Guides; Program Planning

IDENTIFIERS Child Nutrition Act; *School Breakfast Program

ABSTRACT

The Child Nutrition Act of 1966 as amended provides cash and food assistance to local school systems for breakfast programs to help them improve diets of young people. These guidelines for planning the school breakfast are intended to help food service directors, supervisors and managers plan breakfast menus that will provide 1/4 to 1/3 of the recommended dietary needs of young people. Special consideration for the breakfast program should be given to schools which draw attendance from low-income areas and to schools with students who must travel long distances. The breakfast must be available to all students, it must be priced as a unit, it must be planned within the budget, and it must meet the breakfast pattern. The contents of the document are as follows: the breakfast pattern, nutrition guidelines for planning school breakfast, general guidelines, the basic breakfast, points to remember when serving breakfast, a guide to the amount of food to serve, variety in breakfast foods, sample cold breakfast menus, sample breakfast menus, evaluate breakfast menus, digest of school breakfast program requirements, sample form for computing breakfast labor cost, sample form for computing breakfast cost per breakfast, sample form for computing number of breakfasts per labor hour, and breakfast costing report. (Author/AM)

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ED124614

Guidelines For Planning The School Breakfast Program

UT 016 062

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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School Food Services
Ancillary Services Division
Office of School Administrative Services
Georgia Department of Education
Jack P. Nix
State Superintendent of Schools
1976



Foreword

These guidelines for planning the school breakfast were prepared to help food service directors, supervisors and managers plan breakfast menus that will provide 1/4 to 1/3 of the recommended dietary needs of young people. The Child Nutrition Act of 1966 as amended provides cash and food assistance to local school systems for breakfast programs to help them improve diets of young people. Special consideration for the breakfast program should be given to schools which draw attendance from low-income areas and to schools with students who must travel long distances. The breakfast must

- be available to all students.
- be priced as a unit.
- be planned within the budget.
- meet the breakfast pattern.



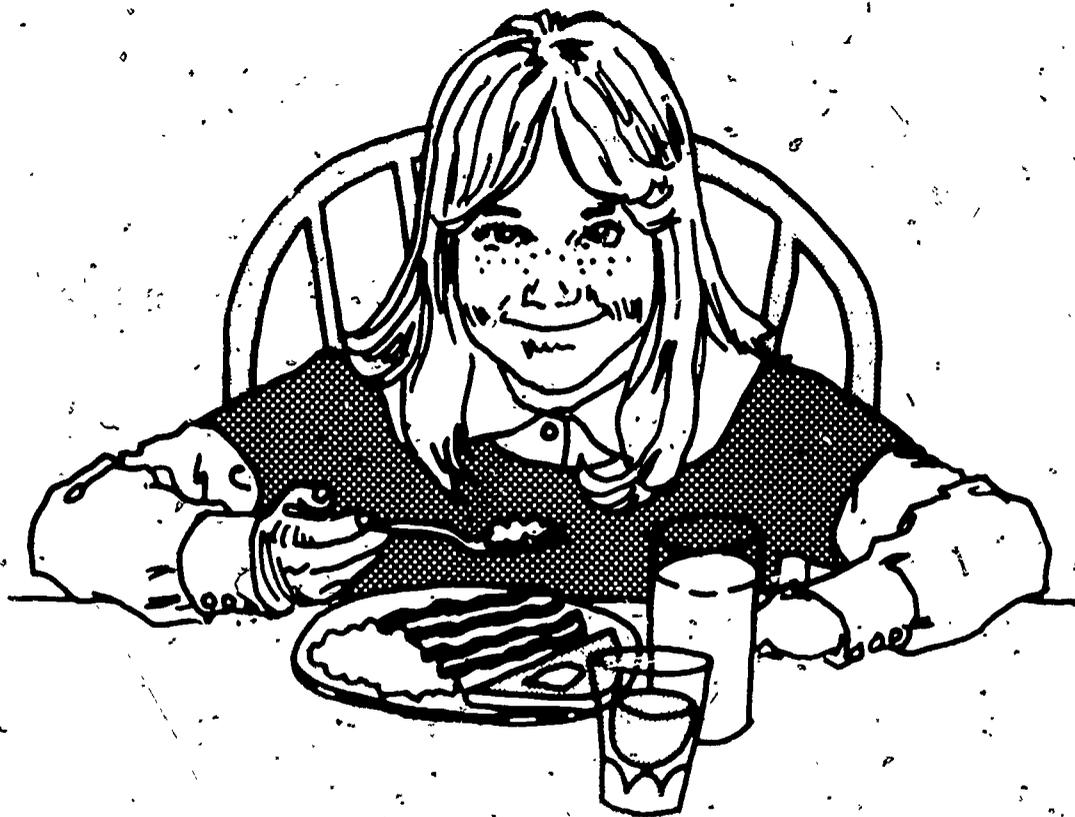
Breakfast at School is Important Because . . .

- The potential "stay at home" child may come to school for breakfast.
- A student is more alert and causes fewer discipline problems when he has had breakfast.
- A student will eat breakfast when he might not buy a lunch. This is especially true in high schools where young people leave campus for part of their classwork.

Four Types of Young People Eat Breakfast at School . . .

- Students whose parents recognize the breakfast as a bargain.
- Students whose parents do not have time to prepare breakfast.
- Students who must travel long distances to get to school.
- Deprived students who do not have sufficient food at home.

The expensive machinery of education should not be wasted on minds too listless to learn. If students need a lunch, why leave them hungry for one-half of the school day?



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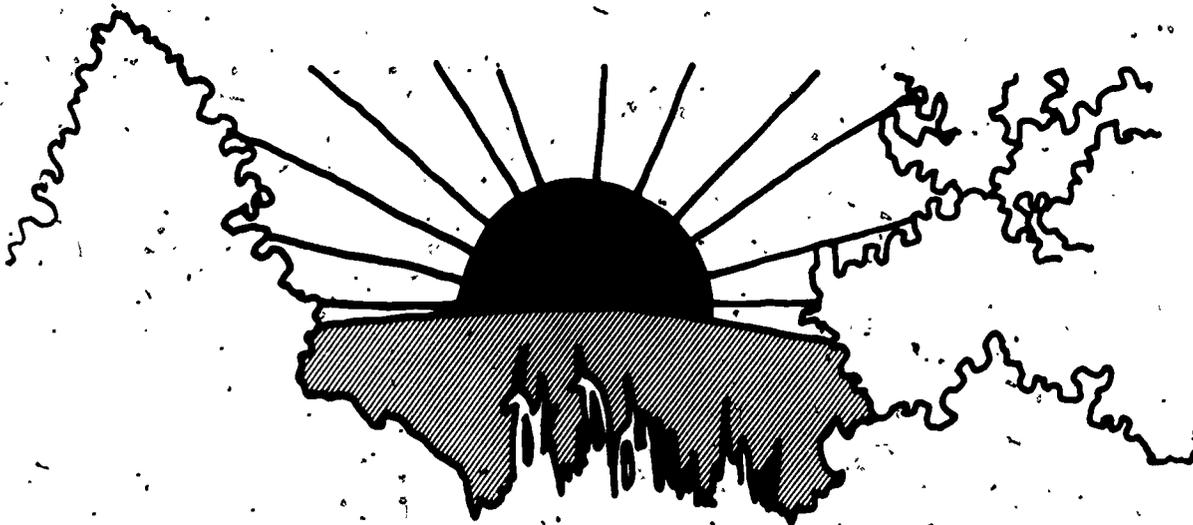
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The Breakfast Pattern

The three-component breakfast pattern will provide young people with a good start toward meeting their daily nutritional needs. The kinds and amounts of foods listed are based on food needs for 10 to 12 year-old boys and girls.

As specified in the School Breakfast Regulations, a breakfast shall contain as a minimum, each of the following food components in the amounts indicated.



Milk

One-half pint of fluid milk may be served as a beverage or on cereal or used in part for each purpose.

Fruit, Fruit or Vegetable Juice

A one-half cup serving of fruit or full-strength fruit or vegetable juice should be offered.

Bread or Cereal

One slice of whole grain or enriched bread, or an equivalent serving of cornbread, biscuits, rolls, muffins, pancakes, etc., made of whole-grain or enriched meal or flour; or three-fourths cup (volume) or one ounce (weight), whichever is less, of whole grain cereal or enriched or fortified cereal; or an equivalent quantity of any combination of any of these foods.

Protein - Rich Foods

To improve the nutrition of participating children, breakfasts shall also include protein or protein rich foods at least three times a week.

One egg, a one ounce serving (edible portion as served) of meat, poultry or fish, or one ounce of cheese, or two tablespoons of peanut butter, or an equivalent quantity of any combination of any of these foods provides needed protein.

Additional Foods

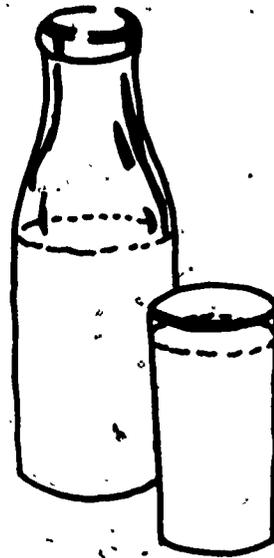
Additional foods may be served with breakfast as desired or as needed to meet the energy needs of boys and girls. Examples include jelly, potatoes, honey, syrup and bacon.

Nutrition Guidelines for Planning School Breakfast

The food components specified in the Breakfast Pattern provide a framework for planning breakfast menus that contribute to the nutritional well-being of young people.

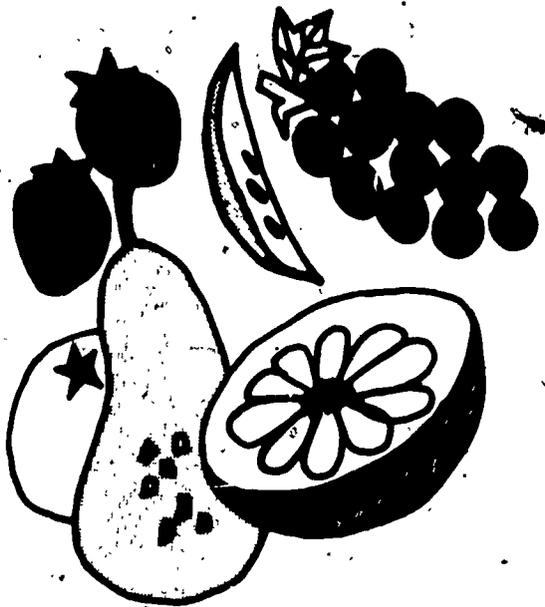
Fluid Milk

One-half pint of milk is required in every breakfast as a beverage or for use on cereals or both. Additional milk used in preparation of breakfast dishes steps up nutritive content of the meal. Milk is the leading source of calcium, and it also provides good quality protein, riboflavin, vitamin A and other nutrients.

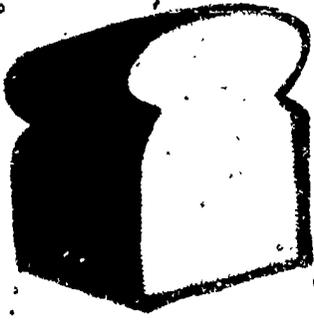


Fruit, Fruit or Vegetable Juice

One-half cup of fruit or full-strength fruit or vegetable juice is required in every breakfast. Breakfast is an excellent time to serve a vitamin C food. Citrus fruits, such as an orange, grapefruit sections or orange and grapefruit juices are outstanding sources of vitamin C. Other good choices for vitamin C include tomato juice, strawberries and cantaloupe in season. Dried fruits, such as raisins and prunes, are valuable for iron.*



*See "Menu Planning Guide for Type A School Lunches," USDA PA 719, for other sources of foods containing vitamin C and iron.



Protein Rich Foods

Breakfast should include one ounce of protein-rich food at least three times per week. Protein-rich foods such as an egg, meat, cheese and peanut butter add a "staying" quality to breakfast. These foods are also important sources of vitamins and minerals.

Bread or Cereal

One serving of bread or three fourths cup (volume) or one ounce (weight), whichever is less, of whole grain cereal or enriched or fortified cereal, or an equivalent quantity of any combination of any of these foods is required in every breakfast. Whole grain or enriched bread or different kinds of hot breads made of whole grain or enriched flour may be served.

Whole grain or enriched ready to serve or cooked cereal may also be counted toward meeting the breakfast requirement. A combination of cereal and grain products may also be served. Active young people can eat a full serving of both cereal and grain.

These foods provide some protein, iron, the B-vitamins, thiamine, riboflavin, niacin and calories.

Additional Foods

Additional foods help round out the breakfast, satisfy appetites and meet children's food needs.

Additional foods include the following.

- Larger servings or seconds of foods required in the breakfast—especially items made with donated foods.
- Foods that help to add popular appeal to the breakfast—potatoes, doughnuts, bacon.
- Spreads on bread—butter or fortified margarine, jams, jellies, honey and syrup.
- Sweeteners for cereal and pancakes—sugar, brown sugar, honey and syrup.

To help improve the nutritional quality of the school breakfast, plan to include

- a vitamin C food frequently.
- foods for iron each day.
- additional foods for energy each day.

General Guidelines for Planning School Breakfast

Breakfast menus which are carefully planned at least two weeks in advance, pre-costed and served in a pleasing atmosphere are the key to a successful breakfast program.

Breakfast menus are carefully planned when:

- the food needs of young people are met.
- the cost is within the budget.
- the use of equipment and staff is maximized.
- USDA donated foods are used effectively.
- the food is attractive and served at the correct temperature.
- the young people enjoy eating.

Breakfast menus should compliment the lunch menu. The two meals should not compete for staff, equipment, palatability or funds. Menus for breakfast and lunch should be planned at the same time to assure variety and to avoid repetition and confusion.

The Basic Breakfast

The basic three component Type A breakfast will meet the requirements of the breakfast program; however, a protein-rich food should be served three times per week to improve the nutritional value. Additional foods should be served to complete the menu, to increase the acceptability of the menu and to meet the energy or food needs of young people. For example, bananas served with milk may be sweetened with sugar. Butter or fortified margarine, jam or jelly may be served with bread. The quantities of foods specified in the Type A Breakfast Pattern are planned for the 10 to 12 year old child. Portions should be adjusted to meet the food needs and appetites of the students served.

Points to Remember When Serving Breakfast

- Methods of serving as well as methods used in preparation will affect the acceptability of food. For example, boiled eggs may be peeled and cut in half.
- The temperature of the food when the student receives it can determine whether or not the food is eaten.
- Easy-to-eat foods usually appeal to young people.
- The color, texture, shape and the way food looks on the plate can invite young people to eat the food or to throw it away. "Globs" of food are seldom enticing!
- New foods should be served with familiar foods.
- Menu items and food combinations must appeal to young people.

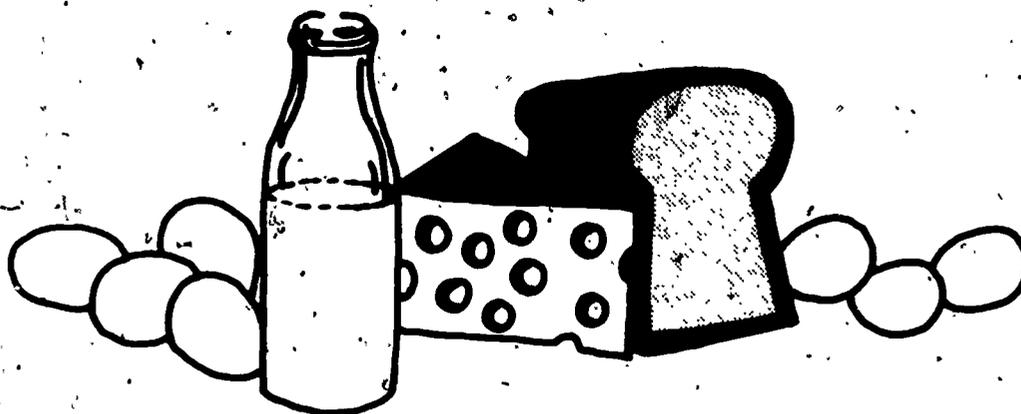
Breakfast Pattern

**A Guide to the Amount of Food to Serve
Elementary School**

Pattern	Children 3 up to 6 years	Children 6 up to 10 years	Children 10 up to 12 years
BREAKFAST PATTERN			
Juice or Fruit	1/2 cup	1/2 cup	1/2 cup
Cereal and Bread			
Cereal	1/3 cup or 1/2 oz.	1/2 cup or 2/3 oz.	3/4 cup or 1 oz.
Bread	1/2 slice	1 slice	1 slice
Milk	3/4 cup	1 cup	1 cup
Protein	1 ounce	1 ounce	1 ounce

Junior High and High School

Pattern	Girls 12 up to 18 years	Boys 12 up to 18 years
BREAKFAST PATTERN		
Juice or Fruit	3/4 cup	1 cup
Cereal and Bread		
Cereal	3/4 cup or 2/3 oz.	1 cup or 1 1/3 oz.
Bread	1 slice	2 to 3 slices
Milk	1 cup	1 cup
Protein	1 1/2 ounces	1 1/2 ounces



NOTE

Additional energy foods should be served to meet the food and energy needs of all young people, for example, jelly, butter, etc.

When a range in amounts is given, the smaller amounts are suggested for younger boys.

*A protein or protein-rich food should be served at least three times each week.

Variety in Breakfast Foods

Fresh fruits in season give zest, color and texture interest to menus. Fresh, canned, frozen and dried fruits and juices add variety. Fruits with cereal provide variations.

Eggs, sausage, luncheon-type meat, canned meat, ground beef, ham, cheese, peanut butter, fish and poultry will enrich the nutritional value, add variety and interest. Eggs prepared in several ways for variety—scrambled, hard-cooked, poached, in omelets or combined with meats or cheeses—can also increase the acceptability of the breakfast. Different kinds of breads add interest, for example, corn-bread, muffins and biscuits of different kinds, pancakes and breakfast rolls made with bulgur, rolled wheat and rolled oats. Sandwiches may be served open-faced or closed.

Cereal may vary from light to hearty and is a relatively inexpensive breakfast. Many kinds are available—wheat, corn, rice, oats—with variety in flavor, texture and shape. Many are ready-to-serve, prepackaged, presweetened and preportioned. USDA donated cereals served frequently will help balance the breakfast budget. Rolled wheat, rolled oats and grits should be served piping hot for best acceptance.

Sample Cold Breakfast Menus*

Monday	Orange juice	4 oz. (1/2 cup)
	Cornflakes	1 oz. (3/4 cup)
	Milk	1/2 pint
Tuesday	Banana	1 whole
	Peanut butter-jelly sandwich	2 Tbsp. peanut butter 1 slice bread
	Milk	1/2 pint
Wednesday	Orange juice	4 oz. (1/2 cup)
	Bran flakes	1 oz. (3/4 cup)
	Raisins	1/4 cup
	Milk	1/2 pint
Thursday	Tomato juice	4 oz. (1/2 cup)
	Sliced luncheon meat sandwich	1 slice bread 1 oz. meat
	Milk	1/2 pint
Friday	Orange juice	4 oz. (1/2 cup)
	Cheese sandwich	1 oz. cheese 1 slice bread
	Apple wedges	1 apple
	Milk	1/2 pint

*A cold breakfast may be served *occasionally* to add variety to breakfast menus.

Sample Breakfast Menus

Monday

Orange juice 1/2 cup
 Oven fried french toast
 with honey 1 slice
 Milk 1/2 pint

Serving Size

Serving Size

Sliced banana in
 orange juice 1/2 cup
 Ready-to-eat cereal 3/4 cup
 Milk 1/2 pint

Tuesday

Stewed prunes/orange
 juice 1/4 cup ea.
 Rolled wheat cereal 3/4 cup
 Milk 1/2 pint

Applesauce 1/2 cup
 Baked luncheon meat** 1 oz. slice
 Raisin bread 1 slice
 Milk 1/2 pint

Wednesday

Tomato juice 1/2 cup
 Scrambled egg 1 egg
 Bread 1 slice
 Hot cocoa 1 cup

Orange juice 1/2 cup
 Caramel-peanut butter roll 1 roll
 Milk 1/2 pint

Thursday

Raw apple wedges (small apple) 1/2 cup
 Drop biscuits 1 - 2
 Peanut butter-honey spread 2 Tbsp.
 Milk 1/2 pint

Spiced raisins/orange juice 1/4 cup
 each
 Cheese biscuit 1 - 2
 Milk 1/2 pint

Friday

Orange juice 1/2 cup
 Ground beef patty* 1 oz.
 Corn grits 3/8 cup
 Bread 1/2 slice
 Milk 1/2 pint

Orange juice 1/2 cup
 Hard cooked egg 1/2
 Crisp bacon 1 slice
 Whole wheat toast 1 slice
 Hot cocoa 1 cup



* Add seasoning to ground beef. Shape into small patties and bake.
 Bake at 350° F. for 15 minutes.

Evaluate Breakfast Menus

Evaluating menus can point to areas that need improvement. The following checklist is designed to help the manager evaluate her menus.

- | Yes | No | Does each menu contain |
|-----|-----|--|
| () | () | 1/2 pint fluid milk? |
| () | () | 1/2 cup fruit or full-strength fruit or vegetable juice? |
| () | () | 3/4 cup serving of whole-grain cereal or three-fourths cup (volume) or one ounce (weight), whichever is less, of whole-grain cereal or enriched or fortified cereal; or an equivalent quantity of any combination of any of these foods. |
| | | Do menus for one week reflect |
| () | () | a protein-rich food three times? |
| () | () | a vitamin C-rich food served often? |
| () | () | iron-rich foods to meet the food and energy needs of young people? |
| () | () | a good variety of foods? |
| () | () | Are portions adjusted to meet the needs of different age groups? |
| () | () | Are the food combinations acceptable to the young people? |
| () | () | Can breakfast be prepared and served with personnel, facilities and equipment available? |
| () | () | Have menus been pre-costed? |
| () | () | Will menus be post-costed? |
| () | () | Is the cost of these menus within the budget? |
| () | () | Will portion sizes be checked and controlled? |
| () | () | Has a work schedule been made? |
| () | () | Will young people enjoy these menus? |
| () | () | Is the plate waste negligible? |
| () | () | Do you plan to encourage other young people to participate in the breakfast program? How? |

Georgia Department of Education
Division of Ancillary Services
School Food Service Unit

Digest of School Breakfast Program Requirements

Approval

1. Make application to the Food Service, Georgia Department of Education, and submit free and reduced price meals for approval.
2. Operate and maintain breakfast program on equal basis; no income solely for the operation and maintenance of such service.

Nutrition Standards and Pupil Service

3. Serve breakfasts which meet the following standards.
 - *One-half pint of milk as a beverage or on cereal or used in part for each purpose.*
 - *One-half cup fruit or full-strength fruit or vegetable juice.*
 - *One slice of whole-grain or enriched bread or an equivalent serving of cornbread, biscuits, rolls, muffins, pancakes, etc., whole-grain or enriched or fortified cereal; or an equivalent quantity of any combination of any of these foods.*
 - *Protein-rich foods at least three times per week. For example, one egg; an ounce serving of meat, poultry, fish, or one ounce of cheese; or two tablespoons of peanut butter; or an equivalent quantity of any combination of any of these foods.*
 - *Additional foods served as desired, for example, jelly, butter, etc.*
4. Implement the system meal policy for determining eligibility for free and reduced price meals.
 - Provide free or reduced price breakfasts only to students who are determined by local school authorities to meet the criteria specified in the system-wide meal policy.
 - Charge pupils who do not meet these requirements the established sale price paid for a breakfast.
 - Protect the anonymity of children who qualify for a free or reduced breakfast.
5. Make breakfast available to all children attending a participating school.
6. Price the breakfast as a unit. The recommended maximum pupil sale price is 25¢. A reduced price breakfast shall not exceed 10¢.
7. Serve breakfast at a time that does not interfere with normal school schedule or lunch schedule.

Records and Reports

8. Maintain full and accurate records of the School Breakfast Program(s) in accordance with instructions from the Georgia Department of Education. The school shall maintain records of

expenditures for food, labor and all other items. *Reimbursement paid cannot exceed breakfast costs.*

9. Claim reimbursement for pupil breakfasts served at the assigned rates only.
10. Submit claims for reimbursement in accordance with the procedures established by the state agency.
11. Submit claims for reimbursement no later than the tenth day of the month following the claim month.
12. Include all breakfast income and expenditures as a part of the related entries on the claims submitted under the National School Lunch Program when a school participates in both the School Breakfast Program and the National School Lunch Program.
13. Charge adults full cost of breakfast. (Pupil sale price plus the value of federal assistance, cash and commodities.)
14. Upon request, make all accounts and records pertaining to the School Food Service Program available to the state agency and the United States Department of Agriculture for audit or administrative review at a reasonable time and place.

Food Service Management

15. In the storage, preparation and serving of food, maintain proper sanitation and health standards in compliance with all applicable local laws and regulations.
16. Accept USDA donated foods in quantities that can be efficiently stored and utilized.

Supervision

17. Provide the food service manager with an estimated number of breakfasts to be served by 1 p.m. on the day preceding the meal service.
18. Provide for pupil supervision during breakfast.
19. Coordinate breakfast programs for the system by a qualified person designated by local superintendent, i.e., food service director.

Labor Required for School Breakfasts

The number of breakfasts served, the type of breakfast served and the choice of tableware (permanent or disposable) will determine the amount of labor needed to prepare and serve breakfast.

The following guide is appropriate for schools serving at least one hot food daily. Cold breakfasts may be served occasionally to add variety.

- one labor hour for 30–50 breakfasts
- two labor hours for 60–100 breakfasts
- three labor hours for 101–200 breakfasts

Add one hour for each additional 65 breakfasts or major fraction.

Computing Labor Costs for Breakfasts

Labor costs may be computed in two ways.

1. *Gross labor cost for the month*

Multiply the number of hours assigned to breakfast for the month by the average hourly wage to calculate the gross labor cost.

EXAMPLE—If a school

- serves 200 meals per day
- assigns three hours per day to breakfast (two persons working 1-1/2 hours)
- serves breakfast 20 days per month
- pays an average of \$2.10 per hour

The school uses 60 labor hours for breakfast per month. (3 hours per day x 20 days = 60 hours)

The gross labor for the month is \$126.00*.

(\$2.10 average hourly rate x 60 labor hours for month = \$126.00 gross labor)

2. *Labor cost per meal*

Determining the labor cost per meal helps the manager to plan and implement a budget. To calculate the labor cost per breakfast, divide the gross breakfast labor cost by the total number of breakfasts served including breakfasts served to adults.

.0315 (Labor Cost for one Breakfast)

4,000 * \$126.00 (Gross labor cost)

Breakfasts Per Labor Hour

To efficiently manage a breakfast program and to maximize the use of labor, the number of breakfasts per labor hour should be computed.

To compute the number of breakfasts served per labor hour, divide the number of breakfasts served by the number of hours worked.

66 2/3 Breakfasts per Labor Hour

(Total No. Hours Worked) 60 4,000 (Total No. Breakfasts Served)

*Post this amount on the GA-7, Line 34.

**Breakfasts were served 20 days @ 200 breakfasts per day = 4,000 total.

**SCHOOL BREAKFAST PROGRAM
LABOR EXPENSE COMPUTATION
(Monthly)**

FORM FOR COMPUTING BREAKFAST LABOR COST FOR GA-7, LINE 34

The number of breakfast hours worked per day* _____
times the number of days breakfast was served this month X _____
equals the number of breakfast hours worked this month = _____
Multiply the number of breakfast hours times the average hourly pay rate. X _____
This equals the gross breakfast labor cost this month = _____**

FORM FOR COMPUTING LABOR COST PER BREAKFAST

Gross breakfast labor cost for month _____
divided by the total number of breakfasts served ÷ _____
equals the average labor cost per breakfast = _____

FORM FOR COMPUTING NUMBER OF BREAKFASTS PER LABOR HOUR

Number of breakfasts served this month _____
divided by the number of breakfast hours worked ÷ _____
equals the number of breakfasts per labor hour = _____

Explanation:

PL 92-433 (Nov., 1973) allows breakfast reimbursement to cover full cost of breakfast as opposed to food cost only. This computation form is designed to assist schools in determining breakfast labor costs to be reported on GA-7.

(File with school's copy of GASFS-2B for review and/or audit.)

*The following guide should be used in determining labor need.

- 1 labor hour = 30 - 50 breakfasts
- 2 labor hours = 51 - 100 breakfasts
- 3 labor hours = 101 - 200 breakfasts
- Add 1 labor hour for each additional 65 breakfasts or major fraction thereof.

**Transfer this figure to the GA-7, line 34.

BREAKFAST COSTING REPORT

Date _____

System _____

AVERAGE COST PER BREAKFAST _____

School _____

INCOME

* _____ Number of paid breakfasts x sale price	=	=	\$ _____
_____ Number of paid breakfasts x reimbursement rate	=	=	\$ _____
* _____ Number of reduced breakfasts x sale price	=	=	\$ _____
_____ Number of reduced breakfasts x reimbursement rate	=	=	\$ _____
_____ Number of free breakfasts x reimbursement rate	=	=	\$ _____
_____ Number of adult breakfasts x sale price	=	=	\$ _____
<u>_____</u> Total number breakfasts served	=	=	<u>\$ _____</u>

EXPENSES

Food

Milk \$ _____

Other food _____ \$ _____

_____ \$ _____

* Gross labor \$ _____

Other expenses
(Number breakfasts * .01)** \$ _____

Total Expenses \$ _____

GAIN OR LOSS

Value of USDA donated foods used \$ _____

AVERAGE INCOME PER BREAKFAST

To determine the average income per breakfast, divide the total income by the total number of breakfasts served.

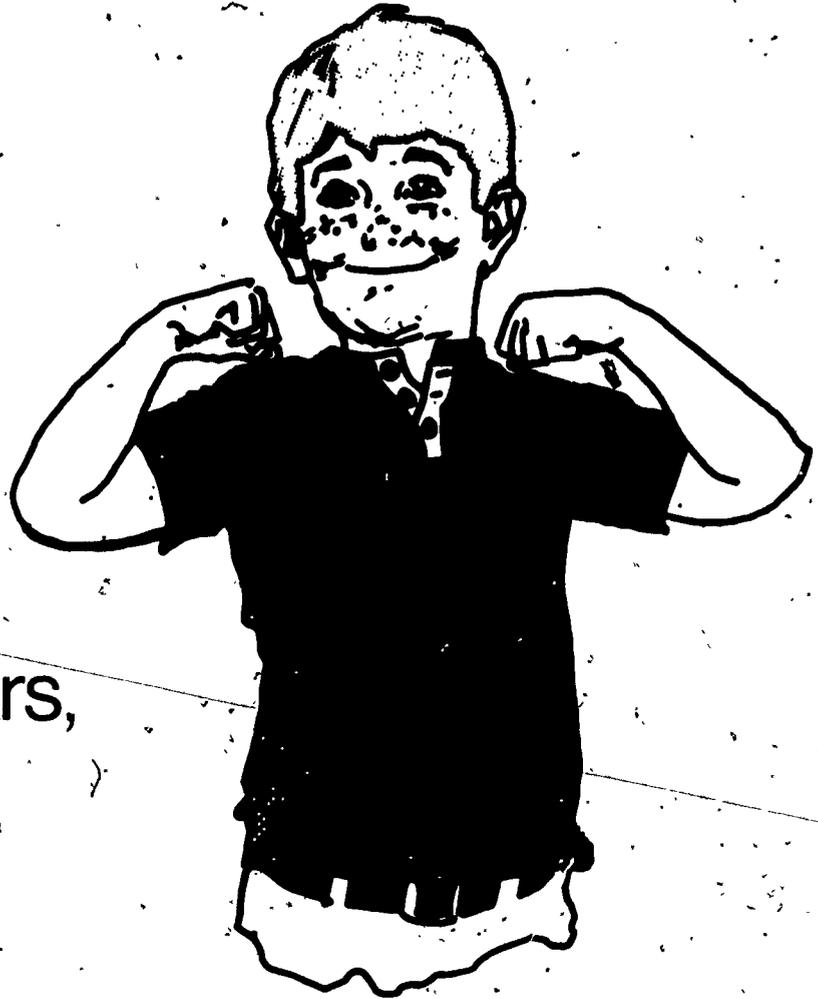
AVERAGE COST PER BREAKFAST

To determine the average breakfast cost, divide the total expenses by the total number of breakfasts served. Record in box at top of page.

*Do not include these figures in total breakfasts.

**Other breakfast costs include such items as napkins, straws, other paper goods, disposable tableware, detergent, etc. The MAXIMUM allowable expenditure for other costs is one cent per breakfast.

Breakfast
Revives
Energy
And
Knowledge
From
A.M. Hungers,
Snarls and
Tension



**Everybody Needs
Breakfast**