



Office of P-20 Education Policy  
Child Nutrition Program Administration  
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<http://www.cn.nysed.gov>

## **Breakfast After the Bell Equipment Grant for Eligible Public Schools Guidance**

### **Introduction**

The New York State Education Department (SED) has been provided funding in the amount of \$7,000,000 to be distributed to eligible public schools in New York State through a **non-competitive** grant. These funds will allow eligible schools to purchase food service equipment that will assist in the implementation and success of a Breakfast After the Bell program. **Each eligible school may receive funding up to a maximum of \$5,000.**

**This is one-time funding that was provided in the 2018-19 school year, however, schools that did not receive the full entitlement of \$5,000 per eligible school in the 2018-2019 school year may still apply for funding if the school is required to implement a BAB Program again in the 2019-2020 school year. The funding is not available for those schools that are newly required to implement a BAB Program in the 2019-2020 school year. Additionally, these grants must supplement and not supplant any other local, State, or federal funds currently being spent on the school's meal program.**

Equipment may not be purchased exclusively for programs outside of the School Breakfast Program (SBP). However, when a school participates in other school meal programs (such as the National School Lunch Program (NSLP), After School Snack Program, Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP)), in addition to the SBP, those other meals programs may benefit from equipment purchased with Breakfast After the Bell Equipment Grant for Eligible Public Schools funding.

### **Eligible Schools**

Public school buildings in New York State that have been identified by the State Education Department as required to offer all students a school breakfast after the instructional day has begun in the 2018-2019 school year AND the 2019-2020 school year that has also not received the full \$5,000 entitlement per eligible school are eligible to apply for funding. These eligible schools have been identified as having 70% or more enrolled students eligible for free or reduced price meals under the federal National School Lunch Program as determined by the State Education Department based upon data submitted by schools through the Basic Educational Data System (BEDS) for the prior school year.

SED has published a complete list of schools required to implement a Breakfast after the Bell School Breakfast Program on the Child Nutrition Knowledge Center website. Some of the schools on that list are co-located in a building with one or more other schools that may also be required to implement a Breakfast after the Bell School Breakfast Program. The schools that are co-located in the same building are **not individually eligible** for an equipment grant through this

funding opportunity. Instead, the co-located schools will be eligible to receive one combined grant totaling \$5,000.

A school that submitted a waiver request for the 2018-19 school year, and is on the 2019-20 mandatory list and will be operating a BAB during the 2019-20 school year, is eligible to receive the \$5,000 grant funding.

School Food Authorities (SFA) will apply on behalf of their eligible schools. A School Food Authority (SFA) is a district approved by SED to participate in the federal meals programs.

### **Breakfast After the Bell School Breakfast Program**

Information regarding Breakfast After the Bell School Breakfast Programs can be found on the Child Nutrition Knowledge Center (CNKC) Website at: [www.cn.nysed.gov](http://www.cn.nysed.gov)

*SFAs are strongly encouraged to communicate with all stakeholders within the SFA to determine the most effective methods of implementing a Breakfast After the Bell program. Stakeholders may include, but are not limited to: food service staff, school principals, teachers, parents, students, custodians.*

### **Additional Resource:**

Food Research & Action Center (FRAC) Breakfast Blueprint Breakfast After the Bell Programs Support Learning:

[https://www.aft.org/sites/default/files/bb\\_sect3\\_successfullaunch.pdf](https://www.aft.org/sites/default/files/bb_sect3_successfullaunch.pdf)

SFAs are strongly encouraged to utilize the full \$5,000 funding amount per eligible school.

### **Allowable Food Service Equipment Requests**

SFAs may apply for funding for their eligible schools, up to a maximum of \$5,000 per eligible school, to purchase or put toward the purchase of food service equipment that will assist in the implementation and success of a Breakfast After the Bell program. Although each eligible school may only receive a maximum of \$5,000 in funding through this grant, eligible schools may use this grant funding in conjunction with other appropriate funding to purchase an allowable item whose cost exceeds the \$5,000 funding limitation. **These grants must supplement and not supplant any other local, State, or federal funds currently being spent on the school's meal program.**

SFAs will be required to thoroughly complete the application form for each of their eligible schools listing the equipment that will be purchased using the grant funding. The requested piece of equipment must directly impact a Breakfast After the Bell program. Eligible equipment purchases shall include, but are not limited to, equipment used for the storage, preservation or distribution of food.

The following list is intended to serve as a guideline when considering equipment options. SFAs are not limited to the items listed below:

- Portable Breakfast Carts with a Point of Sale System
- Laptops/Cash Box/Point of Sale Equipment
- Heated Mobile Carts
- Insulated Food Transport Boxes/Bags/Shipping Totes/Plastic bags for Grab N' Go
- Preparation Tables/Rolling Carts/Utility Carts/Rolling Shelves/Platform "trucks"/Wagons
- Refrigeration Units/Portable Refrigeration Units (soft or rigid)
- Toaster/Smoothie Machine
- Trash Bins with wheeled bases/Trash Bags/Deli Paper (place mats)
- Cleaning Supplies: Spray Bottles/Buckets for Cleaning Solution
- Portable Milk Cooler
- Food Bar/Station/Tables
- Ice Packs/Pre-Freeze Insulated Containers/Coolers

### **Application Instructions**

Applications must be thoroughly completed. Completed applications will be accepted on a continuous basis until June 30, 2020. Completed applications and a signed certification statement must be submitted by email to the Child Nutrition Program Administration at FOODEQUIP@nysed.gov.

SFAs are strongly encouraged to apply for the full \$5,000 for each of their eligible schools to allow for the successful implementation of a Breakfast After the Bell program.

**This is a non-competitive grant opportunity. Only eligible schools as defined under the “Eligible Schools” section of this guidance manual will be approved for funding.**

Each application shall include the following:

- One thoroughly completed application form that includes all eligible schools for which the SFA is applying
- A signed Certification Statement (found on a separate tab within the excel application document)

*SFAs will complete one application on behalf of all their eligible schools. SFAs will be required to indicate the eligible school and the equipment piece(s) that will be purchased with the funding on the application form.*

### **Application Form**

The application contains 2 parts:

1. Application Form (separate tab in this document)
  - Enter your School Food Authority Name and LEA Code
  - Enter your SFAs primary contact information for this grant
  - Thoroughly complete the chart by entering all requested information

- SFAs purchasing more than one piece of equipment for the same eligible school must enter each purchase on a separate line unless multiple pieces of the same item are being purchased.
- If the SFA is purchasing multiple pieces of the same item for the same eligible school, the purchase may be entered on one line and the number purchased column must indicate the number purchased.
- Each eligible school will receive funding up to a maximum of \$5,000 total. \*see method of providing funding for more information.

## 2. Certification

- The school/district/SFA should fully read the written certification. The certification must be signed by the Superintendent of the school district or their duly authorized designee for the application to be considered.
- The certification statement must be printed and signed by the Superintendent of the school district or their duly authorized designee and submitted by email with the application in order for the funding request to be considered.

\*As stated above, to submit a complete application, all SFAs must:

1. Email the completed Application Form (excel document) and Signed Certification Statement to FOODEQUIP@nysed.gov

## **Method of Providing Funding**

This funding opportunity is non-competitive and therefore, all schools that have been identified by the State Education Department as eligible to receive funding and that submit a complete application will receive funding. As stated under the “Eligible Schools” section of this guidance manual, schools that are co-located in the same building with one or more other schools required to implement a Breakfast after the Bell School Breakfast Program are **not individually eligible** for an equipment grant through this funding opportunity. Instead, the co-located schools will be eligible to receive one combined grant totaling \$5,000. Additionally, any school that has received an approved waiver from SED exempting them from the requirement to serve breakfast after the instructional day has begun is **not eligible** to receive funding through this grant. **Please see the “Eligible Schools” section of the Guidance Manual for more information.**

Applicants may purchase multiple pieces of equipment for up to a maximum of \$5,000 per eligible school. For example, if a school purchases a Heated Transport Cart to deliver breakfast meals to classrooms for \$3,000, the same school may also request a Refrigeration Unit for the remaining funding of \$2,000 to use to store breakfast food items. However, in no circumstance will an individual school be awarded more than \$5,000.

The funding must be used to purchase or put toward the purchase of food service equipment that will assist in the implementation and success of the school’s Breakfast After the Bell program.

SED will not consider any unallowable or inappropriate items from the school’s requests. Funding must be used in the eligible school it has been awarded to and for the equipment piece(s) indicated on the application.

## **Payments**

Payments will be made to the School Food Authority in the approved funding amount for all eligible schools that the SFA has applied and been approved for. The SFA will receive the payment in the same manner in which Child Nutrition Program reimbursement is received.

## **Reporting Requirements and Record Retention**

Equipment records must be maintained that include the description of the equipment, the serial number or other identification number, the source of the equipment, the title holder, the acquisition date, the cost of the equipment, the location, use and condition of equipment, and any ultimate disposition data including the date of disposal and the sale price of the equipment.

Schools may be required to submit information regarding the equipment grant funds.

Along with the items noted above, be prepared to substantiate:

- Progress made in expending funds
- Types of equipment purchased
- Total funds expended for each school
- Total obligations and expenditures
- Serial number of purchased equipment
- Impact on the school food service operation of purchased equipment
- Accomplishments and challenges in expenditure activities
- Potential return of equipment
- Reason(s) for unliquidated funds
- Additional reporting requirements will be forthcoming based on OMB guidance

School's are required to make all records pertaining to activities under the grant available for audit/review purposes.

## **Procurement**

SFAs must ensure all items purchased using this grant funding are properly procured according to federal, State and local procurement requirements and regulations. Procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply and SFAs must follow regulations at 2CFR Part, 200: Subpart E, Cost Principles. SFAs may also be required to follow more restrictive State or local procurement requirements.

## **USDA Non-Discrimination Statement**

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(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.gov](mailto:program.intake@usda.gov).

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