



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

August 22, 2016

Sonia Pope  
Charter School Leader  
Holyoke Community Charter  
2200 Northampton Street  
Holyoke, MA 01040

## **RE: Eligibility and Participation Status in the State Universal School Breakfast Program**

Dear Charter School Leader Pope:

The School Breakfast Program is a federally funded meal program that provides reimbursement to schools that serve breakfast. The program is subsidized by both the United States Department of Agriculture (USDA) and the Massachusetts Department of Elementary and Secondary Education (ESE) and is administered by ESE. Under *Chapter 69: Section 1C* of the *Massachusetts General Laws* some public elementary schools in Massachusetts are eligible to participate in the State Universal Breakfast Program (SUBP).

The State Universal Breakfast Program (SUBP) enables state breakfast mandated public elementary schools to offer breakfast to all students at no charge, regardless of household income. In Massachusetts, a state breakfast mandated public elementary school with at least 60% of students' eligible for free and reduced price meals, and serving breakfast after the start of the school day, may apply for SUBP funds from ESE at the beginning of the school year. All meals served as part of SUBP (free, reduced priced, and paid) will be given an additional reimbursement of approximately \$0.15 cents per breakfast based on qualifying cost documentation. This money is in addition to the federal severe need and state mandated reimbursements. SUBP funds are distributed to schools twice per year as a separate reimbursement in April and August. Food service directors must submit documentation of allowable breakfast costs to ESE each month to receive this reimbursement. All schools that participate in the School Universal Breakfast Program must comply with Federal USDA nutrition standards, and make breakfast available to all students at no cost and as part of the school day.

**The list below provides the State Universal Breakfast Program's eligibility status of the public elementary school(s) in your district for SY 2016-2017. Newly and currently eligible schools will receive the additional funding as long as the program requirements continue to be met. Schools determined to be no longer eligible will not receive the additional State Universal Breakfast Program (SUBP) monies in SY 2016-2017.**

If you would like assistance with increasing your breakfast program participation and/or program marketing, please contact the School Nutrition Program Specialists at 781-338-6459 or visit the Child Nutrition Outreach Program (CNOP) website at [www.meals4kids.org](http://www.meals4kids.org).

If you have any questions or need further assistance, please contact us ([nutrition@doe.mass.edu](mailto:nutrition@doe.mass.edu)) or by phone at the Office for Food and Nutrition Programs at 781-338-6480 or Kerry Callahan at 781-338-6462 or by email at [kerryc@doe.mass.edu](mailto:kerryc@doe.mass.edu) for assistance with program development and implementation.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Leshin".

Robert M. Leshin  
Acting Director  
Office for Food and Nutrition Programs

c: Joseph Dougherty, School Nutrition Director

<b>Name of School District</b>
Holyoke Community Charter

<b>Agreement Number</b>
07-137-CS-2

## State Universal Breakfast- Eligibility and Participation Status School List School Year 2016 – 2017

For the newly and currently eligible school(s) listed below, you must indicate with an 'X', any school(s) that the district will operate under the State Universal Breakfast Program (SUBP) requirements:

Site Number	Site Name	Newly Eligible	Currently Eligible	No Longer Eligible	Will be participating Indicate with an X
137-CS-2-001	HOLYOKE COMMUNITY CHARTER		X		

For *newly eligible schools to participate* in SUBP, the district must establish a base year for school(s) that will determine the claiming percentages for a four-year cycle. During the first year, or base year, the school makes eligibility determinations and takes meal counts by type. During the next three years, the school makes no new eligibility determinations and counts only the total number of breakfasts served each day. Reimbursement during these years is determined by applying the percentages of free, reduced price, and paid meals served during the base year to the total meal count for the claiming month. The base year is included as part of the four-year cycle.

The *currently eligible schools* listed above are in the midst of the State Universal Breakfast 4-year cycle. In the second, third, and fourth years of the cycle, schools participating in SUBP make no new eligibility determinations. Reimbursement during these years is determined by applying the percentage of free, reduced price, and paid meals served during the base year to the total meal count for the month being claimed.

The *no longer eligible elementary school(s)* that are listed above will not receive additional State Universal Breakfast Program (SUBP) monies in SY 2016-2017; however the Provision 2 claiming percentages will still be applied unless otherwise notified.

Schools currently participating in the *Community Eligibility Provision (CEP)* and eligible for SUBP should continue to operate the school breakfast programs according to the approved CEP four-year cycle. Reimbursement will be determined by the approved CEP Identified Student Percentage. The school will also receive the extra Universal Breakfast payments in April and August after the requirements outlined in paragraph two of this letter are fulfilled.

**Please complete, sign and return this form no later than September 21, 2016 to:**

Kerry Callahan, Office for Food and Nutrition Programs  
Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street, Malden, MA 02148-4906

If you have any questions or need further assistance, please contact us ([nutrition@doe.mass.edu](mailto:nutrition@doe.mass.edu)) or by phone at the Office for Food and Nutrition Programs at 781-338-6480.

I have reviewed this letter and affirm that (LEA) Holyoke Community Charter School will comply with the requirements Under Chapter 69: Section 1C of the Massachusetts General Laws to provide a no charge school breakfast program as part of the school day.

Signature: [Handwritten Signature] Print Name: Dr. Sonia C. Pope Date: 8/31/14  
Superintendent/Administrator

**FOR STATE USE ONLY**  
**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_