PART III – REQUIRED PROGRAM INFORMATION

I. Needs Assessment
Examine how well the School Breakfast Program is working in your district or school. Before you move forward with an action plan, conduct a needs assessment (by considering these factors):

- **Current Breakfast Participation Rates**: What is current participation? What are your participation rates for Breakfast and Lunch with total enrollment the school?
- **Breakfast Model**
  - Which breakfast model(s) you are using? If you are using more than one, which model is used for what grades? (breakfast model toolkit: [http://www.fns.usda.gov/cnd/breakfast/toolkit/theres.pdf](http://www.fns.usda.gov/cnd/breakfast/toolkit/theres.pdf))
  - Is the model(s) in use the most appropriate for the grade level you are serving?
  - Do you have the necessary (equipment, labor, etc.) to support this model?
- **Student Demographics**: Are there specific populations that are under-served? Which specific populations have high participation rates?
- **Possible Barriers**: Determine what barriers might exist that keep students from participating in the breakfast program? What are some of the reasons breakfast participation does not reach its potential?
- **Strengths**: What strengths does your school or district have that the school breakfast team can utilize? What aspects of your current school breakfast program work well? What individuals and groups are interested in promoting healthier school nutrition environments? Use this worksheet to begin exploring your school’s barriers and strengths. [MS Word]
- **Team Members**: Are there key stakeholders missing from the wellness committee or breakfast expansion team? This toolkit addresses this in depth in the Involving Key Stakeholders section.
- **Overall Goals**: Expanding breakfast participation is one strategy to help improve the overall health and academic performance of students. Are there other goals, such as improved behavior or visits to the school nurse that you can measure?
- **Operating Costs**: School districts face many challenges in serving healthy meals within tight financial constraints. The following resources will help you calculate the cost of operating your School Breakfast Program, and help you maximize the cost-effectiveness of the program.

II. Action Plan
- How do you plan to spend the grant funds to increase participation and plan for the new meal plan implementation?

* A list of eligible schools can be found at [http://www.doe.mass.edu/cnp/](http://www.doe.mass.edu/cnp/)*