TO: Sponsors of the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

RE: Guidance Regarding Universal Free Breakfast

The purpose of this memo is to provide guidance to School Food Authorities (SFAs) regarding serving breakfast at no charge to students. Several options exist for school breakfast to be served to students at no charge including Provision 2 and the Community Eligibility Provision. The Food Nutrition Services Division of USDA provided additional guidance on this topic for SFAs not operating under a special provision and desiring to offer breakfast at no charge to all students. This guidance is outlined below.

**General Information**

SFAs are permitted to operate a universal free breakfast program in one or more schools. If an SFA chooses to operate a universal free breakfast program, they must:

# Ensure that all general program requirements in CFR 210.8 are met;

* Price the meal as a unit. This price must be established regardless of whether or not the breakfast is provided at no charge;
* Keep production records and menus;
* Meet the meal pattern requirements for breakfast found in CFR [§220.8](https://www.ecfr.gov/current/title-7/section-220.8); and
* Count and claim meals according to the correct eligibility category for each student:
* Federally determined Free
* Federally determined Reduced-Price
* Federally determined Paid
* Federally determined Paid but Oregon EIG eligible (if applicable)

It is important to note that for schools required to serve Breakfast After the Bell, breakfast must be served at no charge to students regardless of their eligibility status.

**Funding**

SFAs can use funds in the non-profit food service account to cover expenses associated with providing universal free breakfasts. This use of funds is considered an allowable cost. Before an SFA can operate a universal free breakfast program, the SFA must conduct a thorough analysis of their current and projected operating costs for each school to ensure they are able to maintain meal quality and requirements without the paid breakfast revenue. This documentation can be kept on file at the SFA and must be available for review.

Options for schools concerned with the operating costs of universal free breakfast include seeking additional non-program funds from the State and local level, as well as grant funding from nonprofit organizations supporting the School Breakfast Program.

Should you have any questions regarding universal free breakfast please contact your [Assigned Nutrition Specialist](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/sponsor_support_list.docx?utm_medium=email&utm_source=govdelivery).

Sincerely,



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Child Nutrition Programs  
Office of Child Nutrition