



Wellness and Nutrition Services, Office of the Chief Operating Officer

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## MEMORANDUM

To: School Food Authorities

From: ***Lindsey Palmer***  
Lindsey Palmer, RDN, LD  
School Programs Manager

Date: August 3, 2015

Re: Severe Need Breakfast Submission – School Year 2015-2016

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### State Agency Memo

#### NSLP #19-15

#### **Methodology for Severe Need Breakfast Eligibility**

In order to determine each school's (site) severe need breakfast eligibility, the State Agency requires each School Food Authority (SFA) with multiple sites (more than one) to submit lunch meal data with its application for participation in the National School Lunch Programs (NSLP) in the upcoming school year with renewal applications. School sites who served at least forty percent (40%) of lunches at the free or reduced price rates are eligible for severe need breakfast reimbursement per 7CFR220.9.

**Applying for severe need breakfast must be done yearly** using provided lunch meal data, by category and for each month of the previous school year, with the SFAs renewal application.

As defined in 7CFR §210.2 Definitions - a school year "means a period of 12 calendar months beginning July of any year and ending June 30 of the following year."

Therefore, SFAs must submit *data for School Year 2014-2015* with their 2015-2016 renewal application. This should include eligible lunches served from July 1, 2014 through June 30, 2015. Data can be submitted through the attached spreadsheet.

This data will be used to determine severe need breakfast eligibility for the 2015-2016 school year as it is based upon 2 years prior lunch meal service (per 7CFR220.9). Severe need breakfast eligibility for the 2015-2016 school year is based upon lunch meal data your SFA has previously submitted for the 2013-2014 school year.

***If an SFA does not submit this data, it will indicate that the SFA does not wish to receive the severe need breakfast rate for any school sites.*** Lunch meal count data submitted will be checked and verified against NSLP claims for the corresponding school year.

Excel versions of the workbook should be submitted directly to [nslp.claims@dc.gov](mailto:nslp.claims@dc.gov) and the assigned Program Specialist.

If you have any questions or concerns, you can contact Claim Specialist Autumn Morgan at 202-741-5307 or [autumn.morgan@dc.gov](mailto:autumn.morgan@dc.gov).