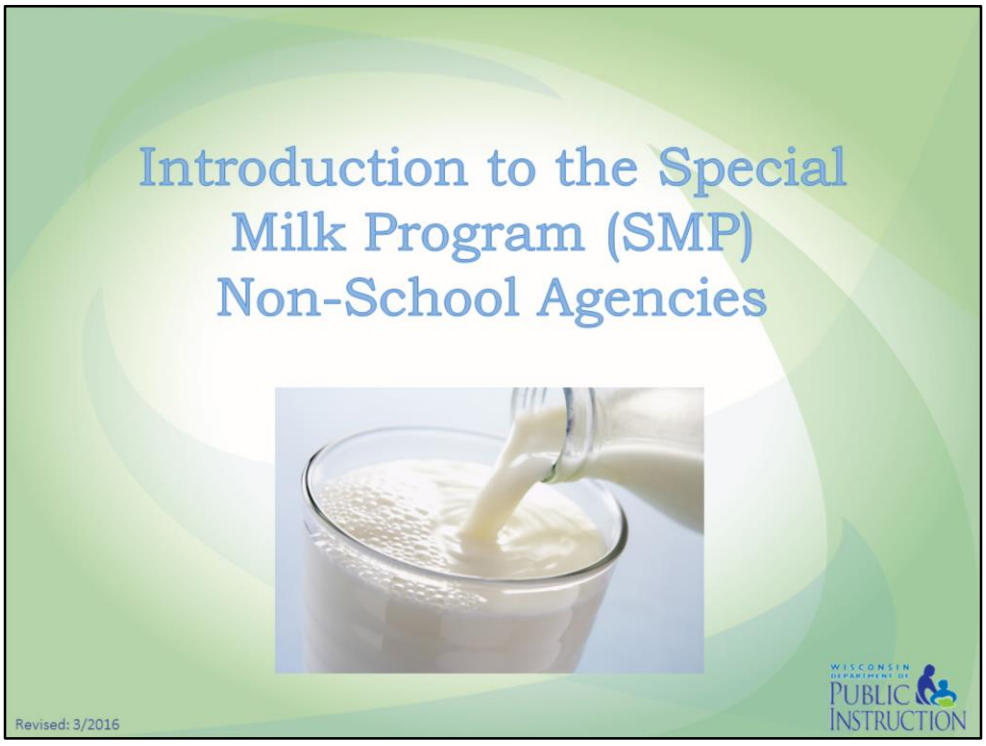
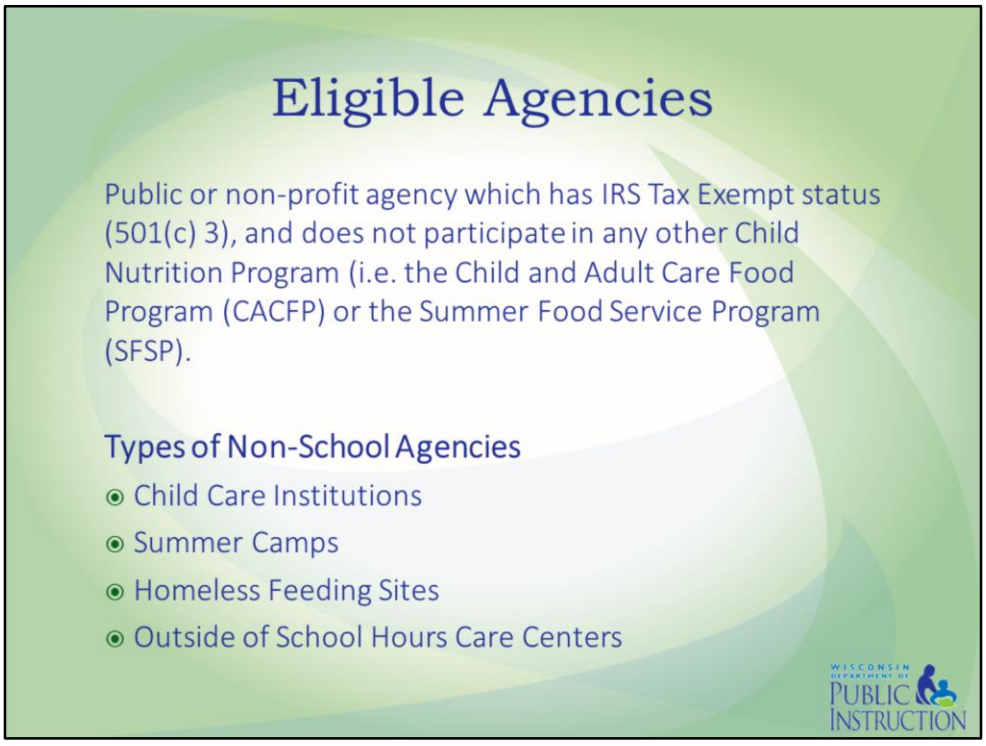


Welcome to the Webcast: Introduction to the Special Milk Program for Non School Agencies. This presentation will give you a brief overview of what the SMP is, how it operates, and its requirements. This is the first of three webcasts available for viewing. We encourage you to print this presentation so you can take notes during the presentation that are pertinent to your agency. This webcast can be used as a refresher course, a tool to help your agency determine if this is the Child Nutrition program you want to participate in, and/or train new staff working with the Special Milk Program at your agency.

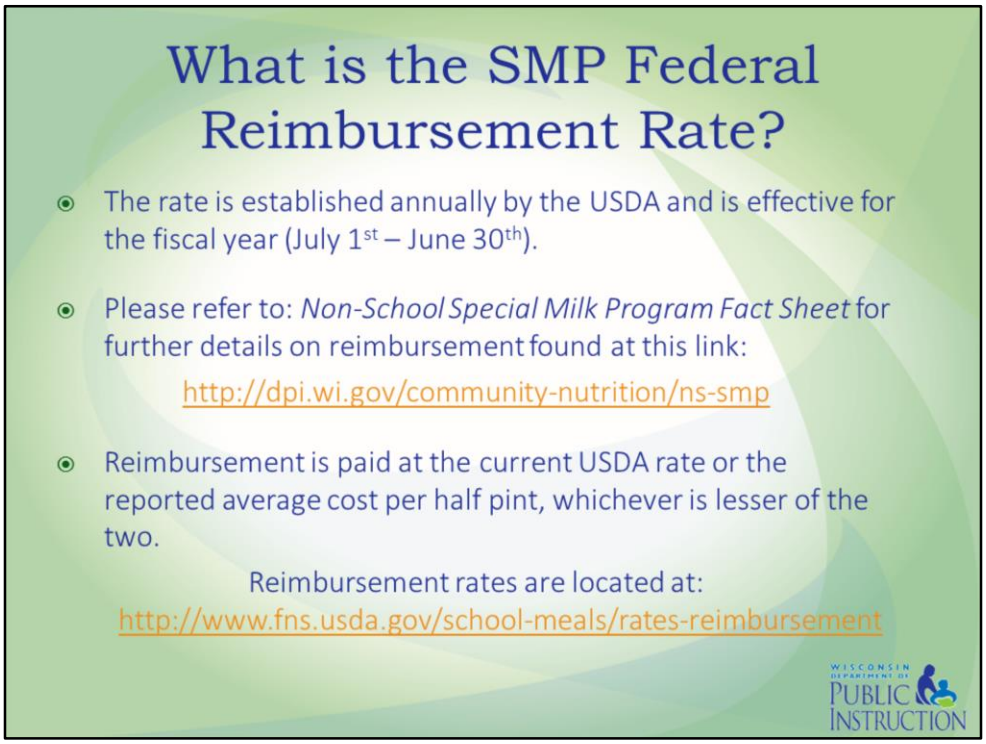
There are several topics we will cover during this presentation. Please take a few moments to review the items listed on the slide.

The Special Milk Program (SMP) is a voluntary program that encourages milk consumption by children. The Department of Public Instruction (DPI) administers the U.S. Department of Agriculture (USDA) SMP in Wisconsin. Agencies receive federal reimbursement for each half pint of milk served to eligible children. The non-school SMP Fiscal Year (FY) operates May 1 through April 30.



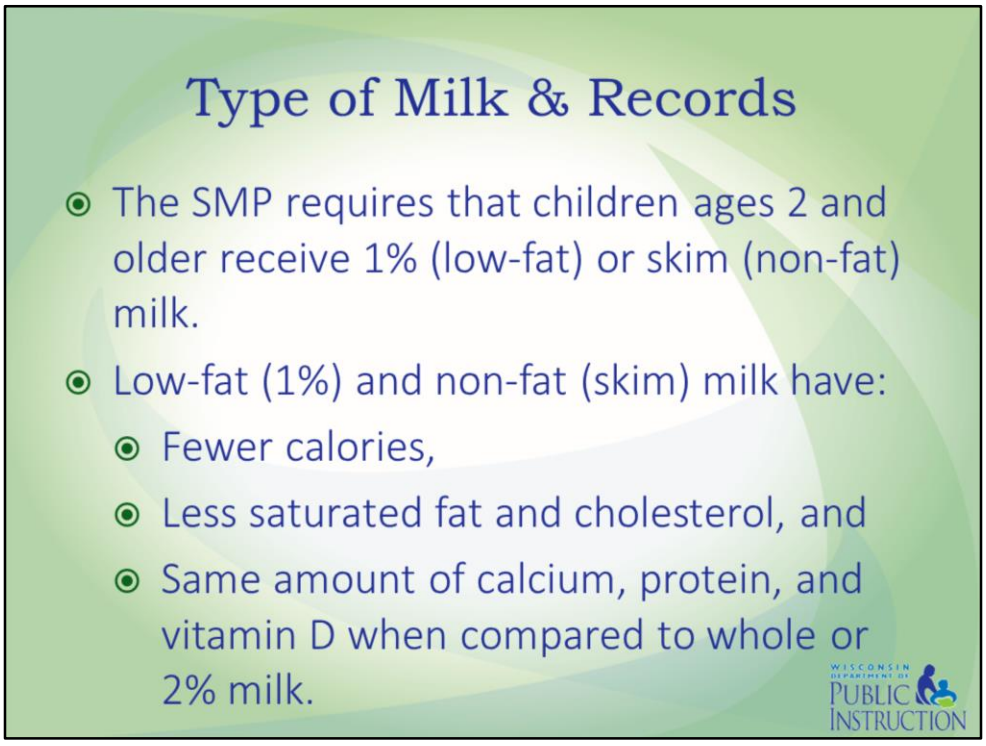
To be eligible for the program, your agency must be a public or non-profit which has an IRS tax exempt status (501(c) 3), and not participating in any other child nutrition programs, such as CACFP or SFSP. Potentially eligible agencies for the SMP are child care institutions, summer camps, homeless feeding sites, & outside of school hours care centers.

Only children under 19 years old may be claimed for reimbursement.

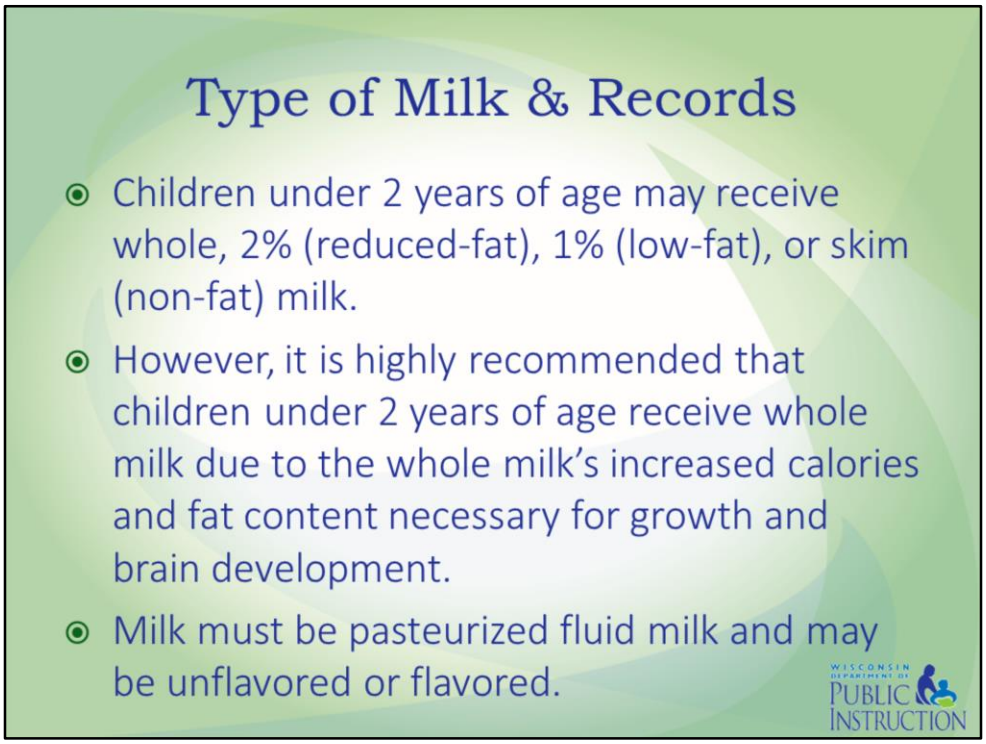


Each year the USDA evaluates the reimbursement rate and will update the rate as needed. The rates are located on the *Non-School Special Milk Program Fact Sheet* and on the USDA website. Please use the links in the slide to access those two items.

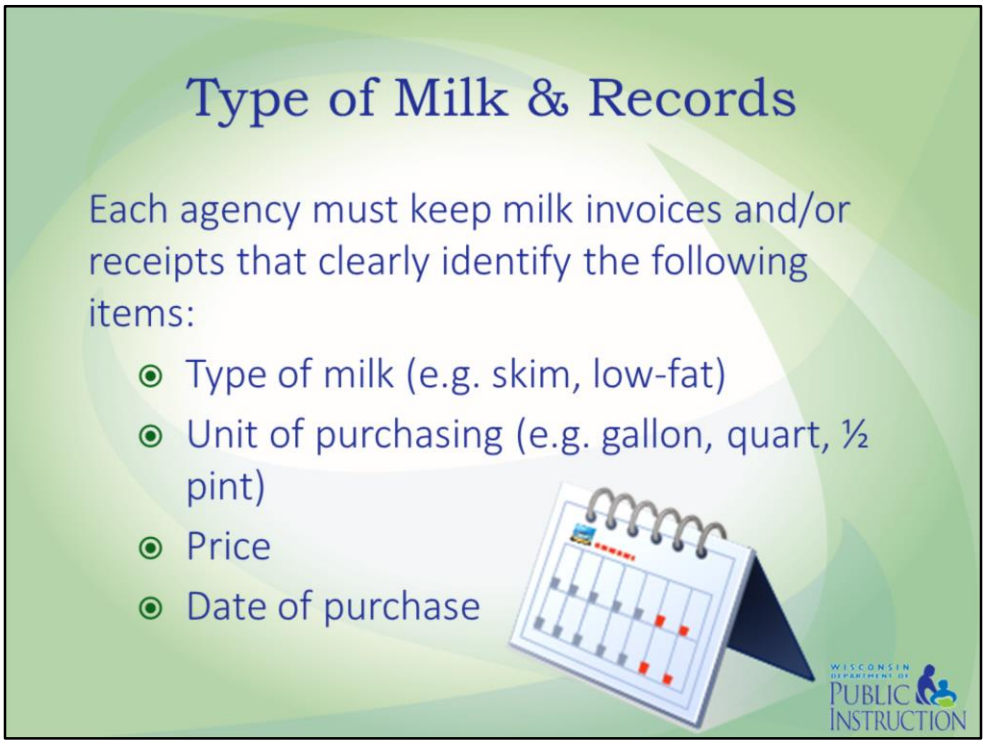
The rate may stay the same, increase or even decrease. If your agency's half pint cost is less than the USDA rate, you will be paid at the lesser rate because agencies can't make a profit on the SMP. Please refer to the bottom link in the slide to access the most current reimbursement rates for the SMP.



The USDA has implemented regulations for all Child Nutrition Programs regarding the type of milk that can be served to the children. The SMP requires that children ages 2 and above receive 1% (low-fat) or skim (non-fat) milk. All types of cow's milk have the same amount of calcium, protein, and vitamin D as the other cow's milk such as 2% and whole. However, low fat and skim milk have fewer calories, saturated fat, and cholesterol than whole & 2% (reduced-fat) milk.



It is recommended that children less than 2 years of age receive whole milk but any other types of milk such as 2%, 1%, or skim milk can be provided. For example, if you provide 1% milk for children ages 2 and above, you may serve 1% for children under 2 years of age. Milk provided to the eligible children must be pasteurized fluid milk and may be unflavored or flavored.

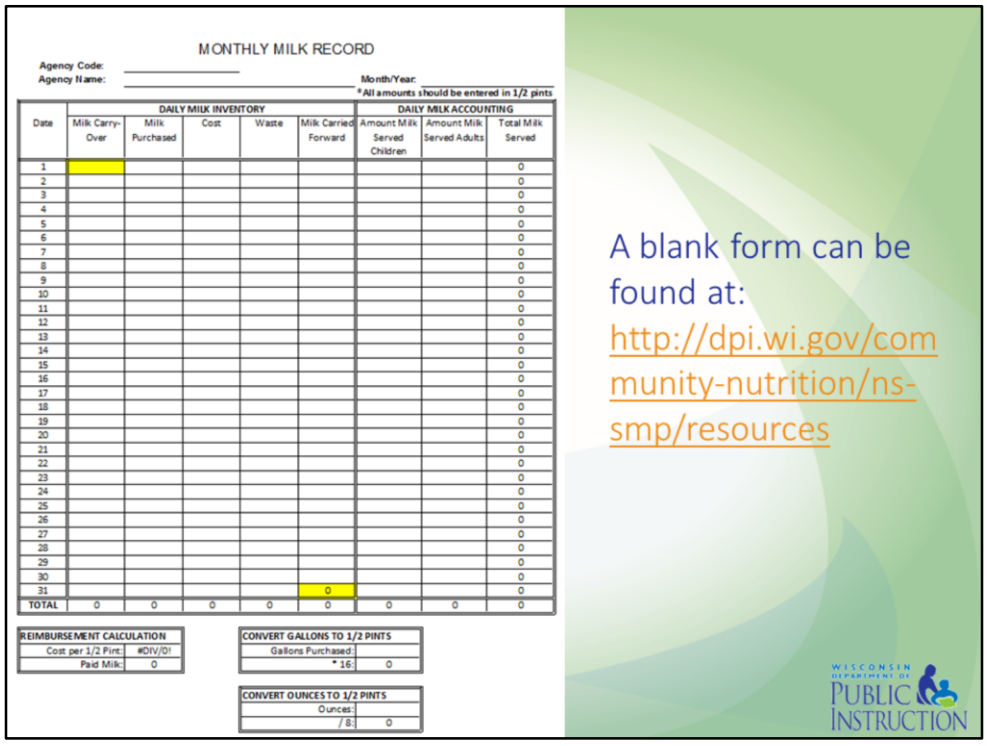


When you start purchasing milk for the program, maintain the receipts and/or invoices for milk purchases. These invoices and/or receipts must clearly identify the type of milk, unit of purchasing, price, and the date of the purchase. Invoices and receipts must be maintained for three years plus the current year.

An agency can't claim reimbursement for:

1) children 19 years of age and older, and
2) milk lost to waste, spoilage, or theft.

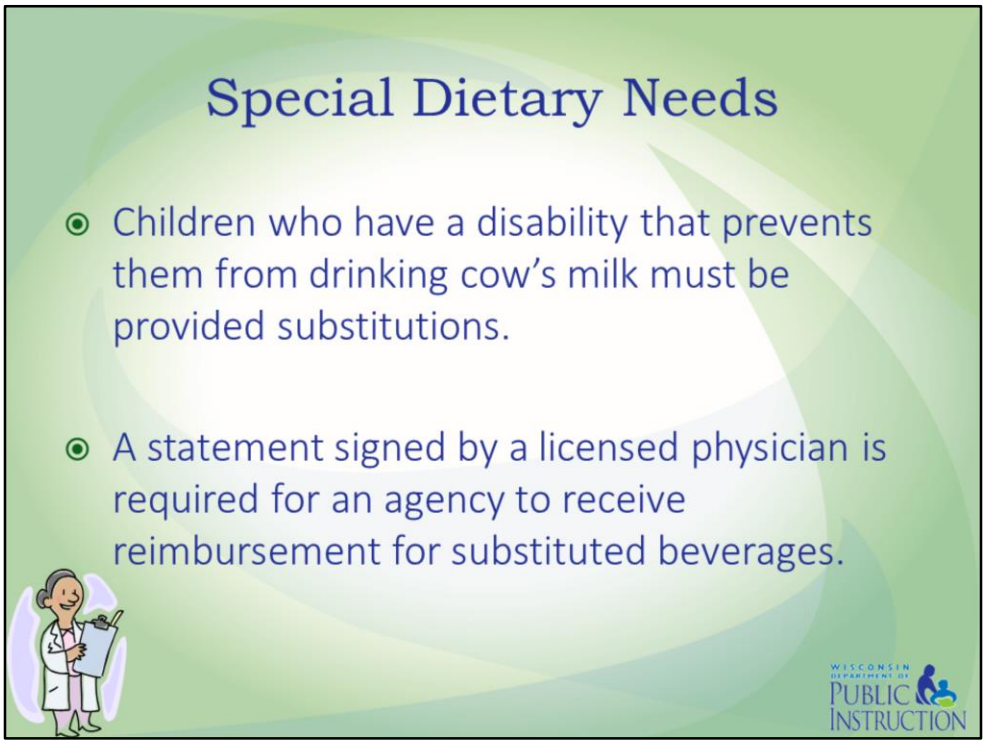
Your agency must also have a system in place to document the milk served to children 19 years and older and the milk lost to waste, spoilage, or theft to ensure this milk is not claimed for reimbursement.



The Milk Record worksheet is a way to keep track of milk purchases, amount of milk served to eligible children, amount of milk served to adults, and any milk waste and carry-over for the month. The Department of Public Instruction (DPI) encourages all SMP agencies to utilize the Milk Record worksheet in the Excel format as this worksheet will calculate the numbers when entered into the worksheet, and will determine the number of half-pints an agency can claim and the half-pint cost for the agency. This record can be completed in Excel or by hand. Note: A half-pint is equal to one cup of milk and there are 16 half-pints in one gallon of milk.

Please use the link in the slide to access the Milk Record Worksheet for use at your agency; it is available in PDF, Word, & Excel format. If you need assistance using the Milk Record worksheet, please see the webcast titled “Milk Record Worksheet”.

All SMP agencies are responsible to ensure that milk is stored properly. Milk should be held at 41 degrees Fahrenheit or less. For good practice measures, it is recommended to complete a daily log to document milk storage temperatures and weekly cleaning of the cooler to ensure milk's safety and sanitation. Please use the link in the slide to access a log prototype that your agency can utilize.



If your agency has a child or children that has a disability requiring a milk substitution, contact the DPI for further assistance to determine appropriate substitutions and how to move forward for claiming this child for reimbursement.

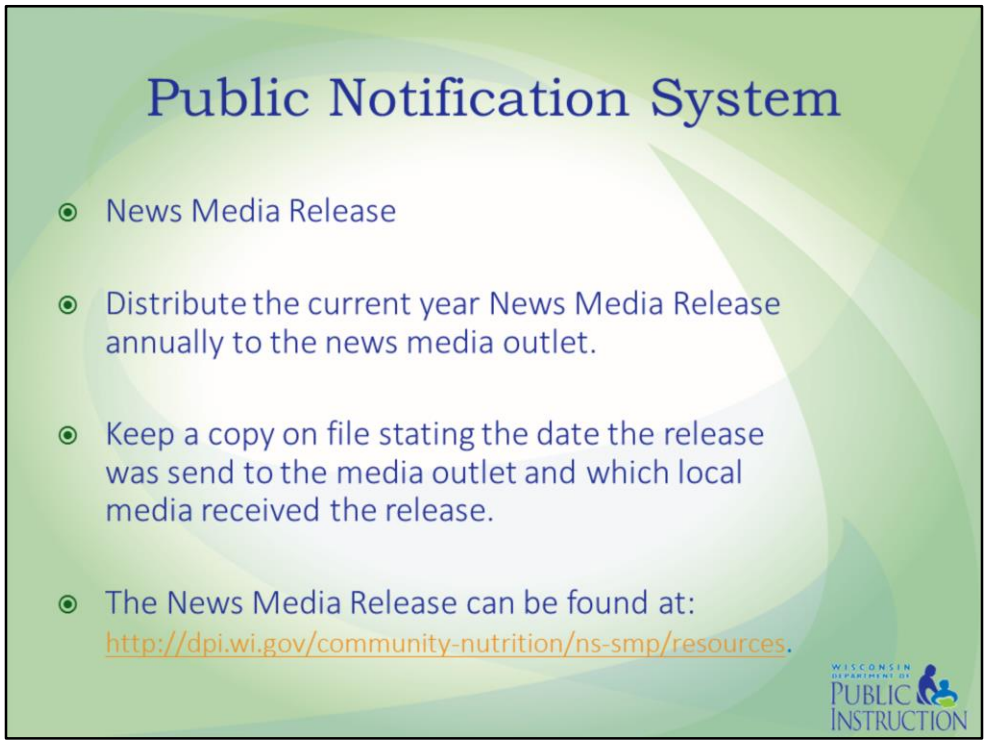
Civil Rights requirements for all SMP agencies include notifying the public about the SMP, collecting race and ethnicity data, including the non-discrimination statement on any materials, and providing an annual Civil Rights training to all SMP staff.

Public Notification System

- All agencies must display the USDA's non-discrimination poster in a prominent area where participants and potential participants have access.
  - Examples: cafeteria/ food
  - service area, office, parent
  - bulletin board
- Must be posted at every site
- Must be 11"x17" format
- To obtain posters, please contact our office at 608/267-9129 or dpifns@dpi.wi.gov

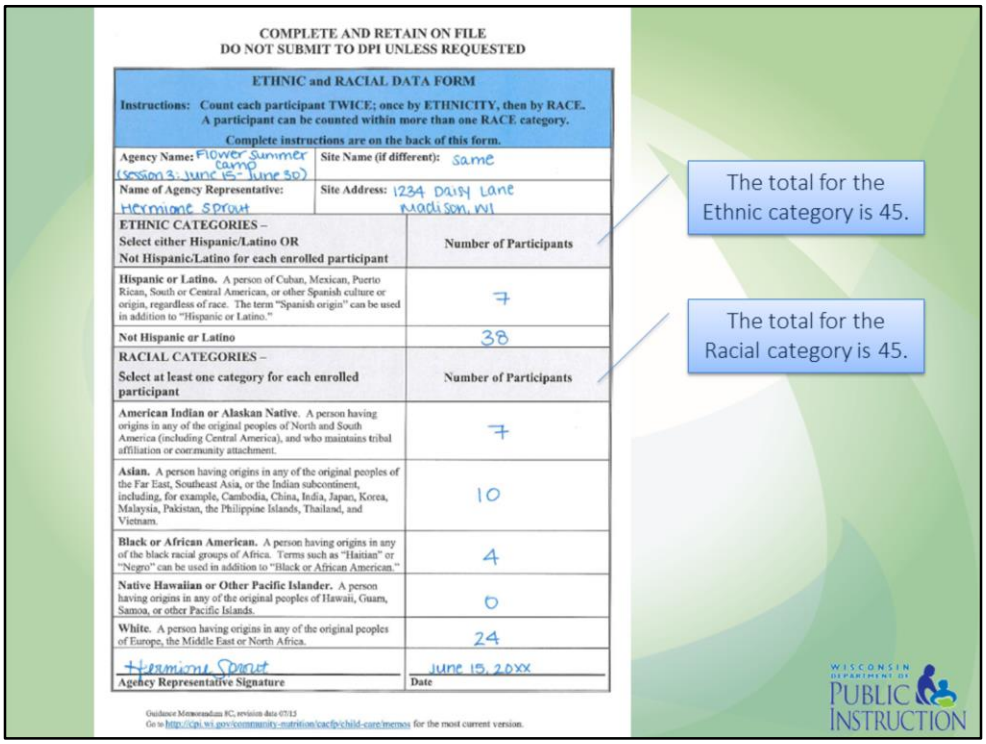
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

All agencies must display the large "And Justice for All" poster (11" x 17") where it can be viewed by the public. To obtain the poster, please contact the DPI using the information provided in the slide.



On an annual basis, each agency must complete the news media release and send it to one media outlet such as a local newspaper. Agencies must keep a copy of the media release on file, and document the date the release was sent to the media and the name of the local media that received the release. This documentation can be written on the media release. Also retain a copy of the fax or e-mail confirmation if the media release was faxed or e-mailed. If the media outlet wants to charge you for the publication, you are not required to have it published.

The Ethnic and Racial Data form is an annual requirement of all agencies participating with the SMP. This form can be completed by visualization of the children, using your best educated guess. Or, if your agency maintains this information through another format or report, you can transfer those numbers to the data form. The Ethnic and Racial Data form can be found at the link provided on the slide. Please see the next slide for an example of the Ethnic and Racial Data form.



COMPLETE AND RETAIN ON FILE
DO NOT SUBMIT TO DPI UNLESS REQUESTED

ETHNIC and RACIAL DATA FORM

Instructions: Count each participant TWICE; once by ETHNICITY, then by RACE. A participant can be counted within more than one RACE category.

Complete instructions are on the back of this form.

Agency Name: Flower Summer Camp (Session 3: June 15- June 30)	**Site Name (if different):** same
Name of Agency Representative: Hermione Sprout	**Site Address:** 1234 Daisy Lane Madison, WI

ETHNIC CATEGORIES – Select either Hispanic/Latino OR Not Hispanic/Latino for each enrolled participant	**Number of Participants**
Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."	7
Not Hispanic or Latino	38
RACIAL CATEGORIES – Select at least one category for each enrolled participant	**Number of Participants**
American Indian or Alaskan Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	7
Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	10
Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."	4
Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	0
White. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.	24
Hermione Sprout **Agency Representative Signature**	June 15, 20XX **Date**

Guidance Memorandum #2, revision date 07/15
Go to http://dpi.wi.gov/community-nutrition/cacfp/child-care/memos for the most current version.

The total for the Ethnic category is 45.

The total for the Racial category is 45.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

All children must be counted in Ethnic AND Racial categories. For camps that have more than one session, this form must be completed for each session. Your agency is responsible to maintain a copy of this form with all other SMP records. Agencies are not required to include 'totals'. However, the Ethnic and Racial totals can be used as an edit check to ensure that all children are counted in both categories.

Your agency must provide the USDA non discrimination statement and procedure for filing a complaint in all agency materials that mention SMP or USDA.

Civil Rights training must be completed on an annual basis for all staff who work with the SMP. Your agency must retain materials utilized, date the training was done, and the attendance records of staff trained. Please use the link on the slide to access the Annual Civil Rights Training PowerPoint and attendance record.

Every SMP agency will have an assigned consultant that can be contacted for technical assistance and training on how to manage the SMP. Please use the link in the slide to determine which consultant has your county. The DPI has also provided training materials that can be utilized; it is available at the second link in the slide.

SMP agencies will need to renew their online contract in April each year. The Civil Rights training, Ethnic and Racial Data Form, and media release must be completed on an annual basis. Records that pertain to the SMP must be kept on file for three years plus the current year, and be available for review by DPI or USDA at any time. Lastly, all SMP agencies must sign a permanent agreement with the DPI that must be maintained on file permanently.

All SMP agencies will receive an evaluation of the program completed by the DPI or USDA. This evaluation will consist of a desk or on-site audit, and will be completed during the first year of participation and every 3 years thereafter. Authorized representatives will be notified of the upcoming audit by an emailed letter. This letter will include information that provides what needs to be present for the on-site audit or submitted for the desk audit.

Please note that your agency's online claiming rights will be disabled until your audit has been successfully completed.

The next two slides provides a list of documents that need to be available for an on-site review or items that need to be submitted to the DPI for a desk audit review. Copies & not originals must be sent as your agency must retain the originals on site. All copies will be returned to you with your SMP review close out letter for you to maintain with your records.

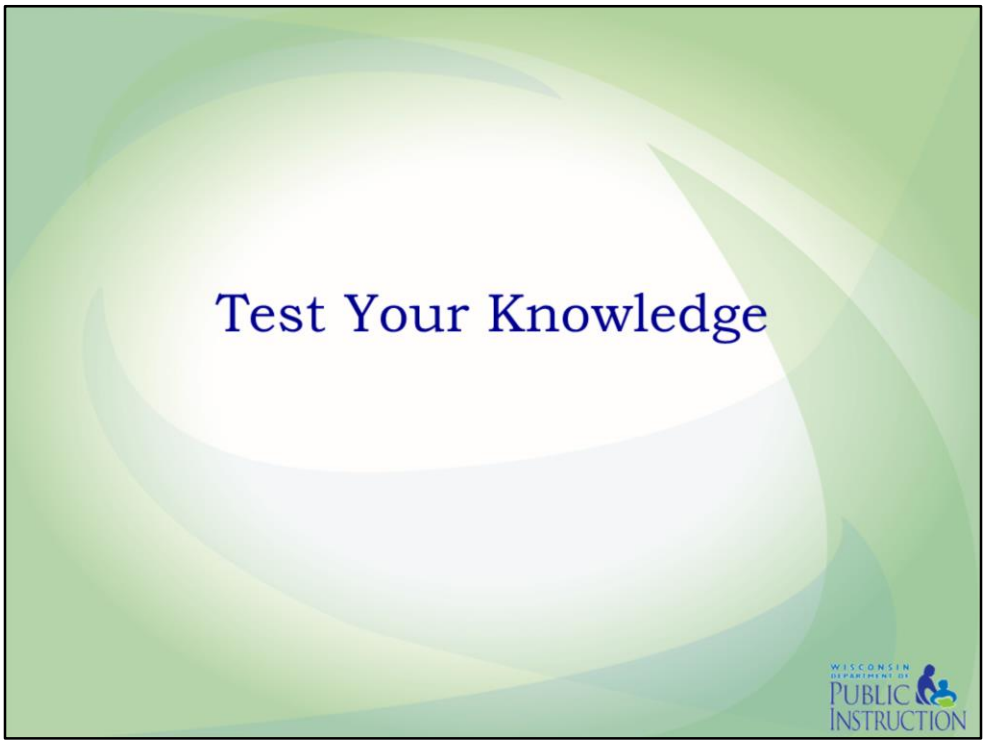
1) Monthly Online Services View-Print Claim ,
2) Dairy delivery slips and/or receipts for milk purchased,
3) Milk Record Worksheet,
4) Milk counts or tally sheets of milk served, if applicable,
5) Adult milk count records, if applicable,

Please see the next slide for the other documents that are required as well.

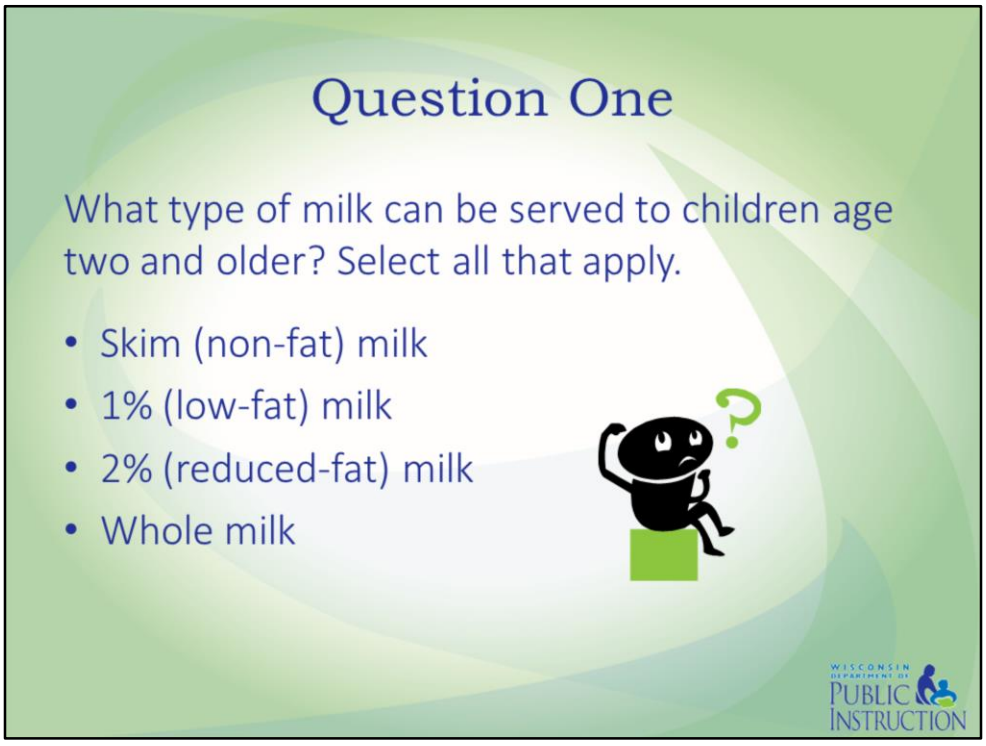
This list is a continuation from the previous slide of documents that are needed for an audit:

6) Civil Rights training and attendance record,
7) Racial and Ethnic Data Form,
8) annual media release, and
9) signed permanent agreement must be available at the on-site audit, or submitted as part of the desk audit review.

Please be sure to send copies & retain originals on-site with your SMP records.

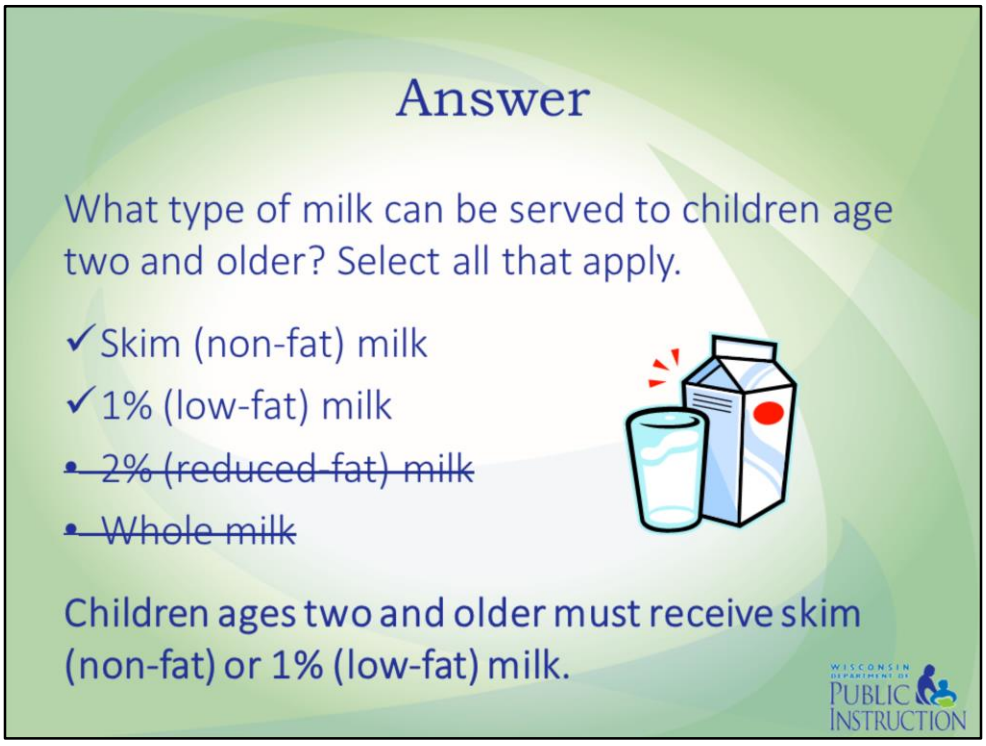


Before we finish, please take the following quiz to test your knowledge.



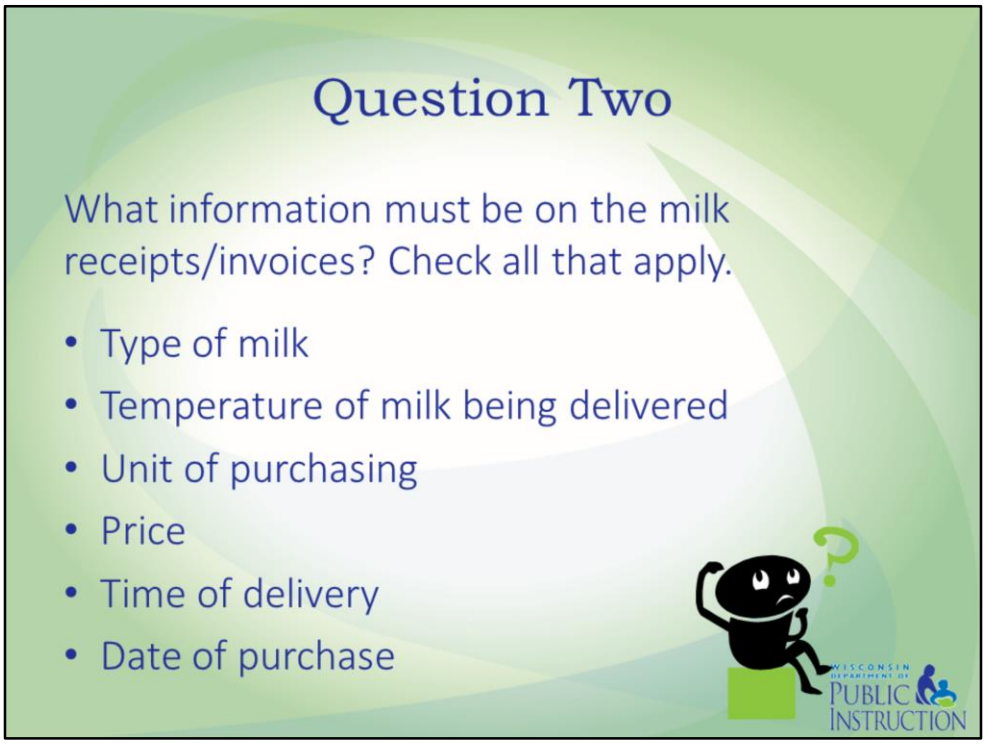
What type of milk can be served to children age two and older? Select all that apply.

- ❑ Skim milk
- ❑ 1% (low-fat) milk
- ❑ 2% (reduced-fat) milk
- ❑ Whole milk



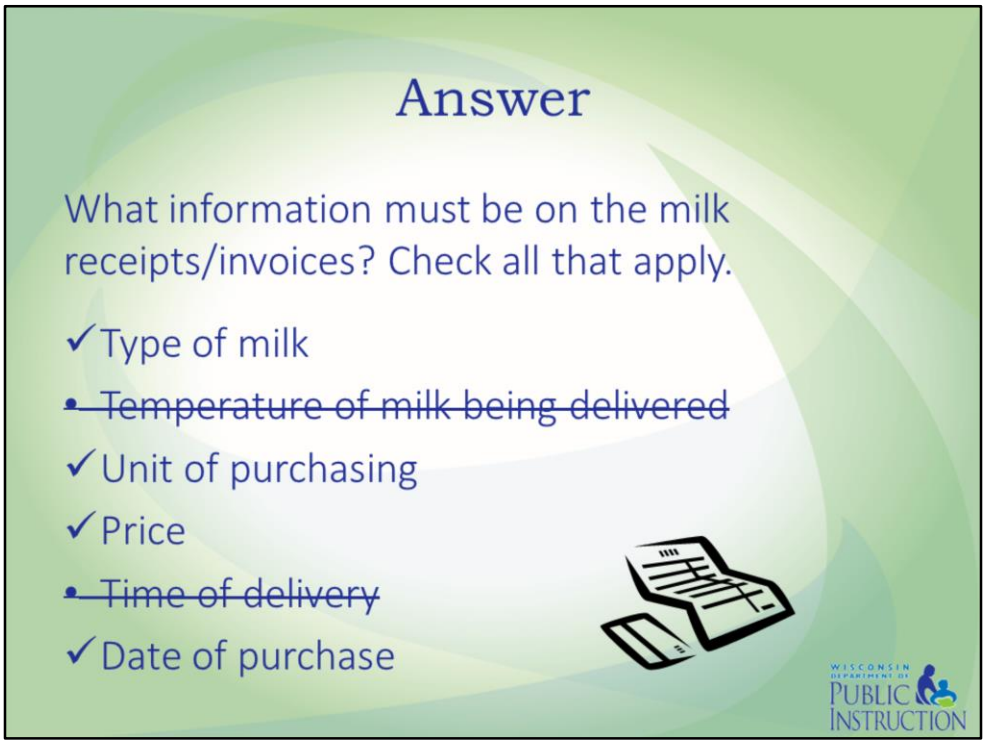
Children ages two and older must receive skim or 1% (low-fat) milk.

For children under the age of two it is recommended that they receive whole milk, but any other types of milk such as 2%, 1%, or skim milk can be provided.

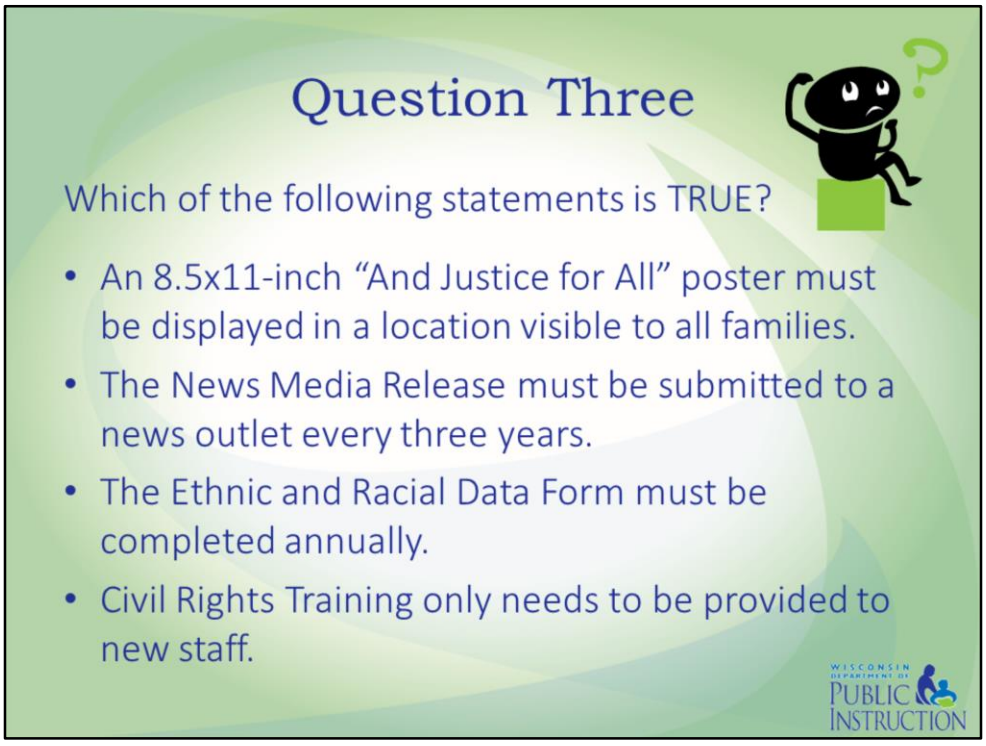


What information must be on the milk receipts/invoices? Check all that apply.

- ❑ Type of milk
- ❑ Temperature of milk being delivered
- ❑ Unit of purchasing
- ❑ Price
- ❑ Time of delivery
- ❑ Date of purchase

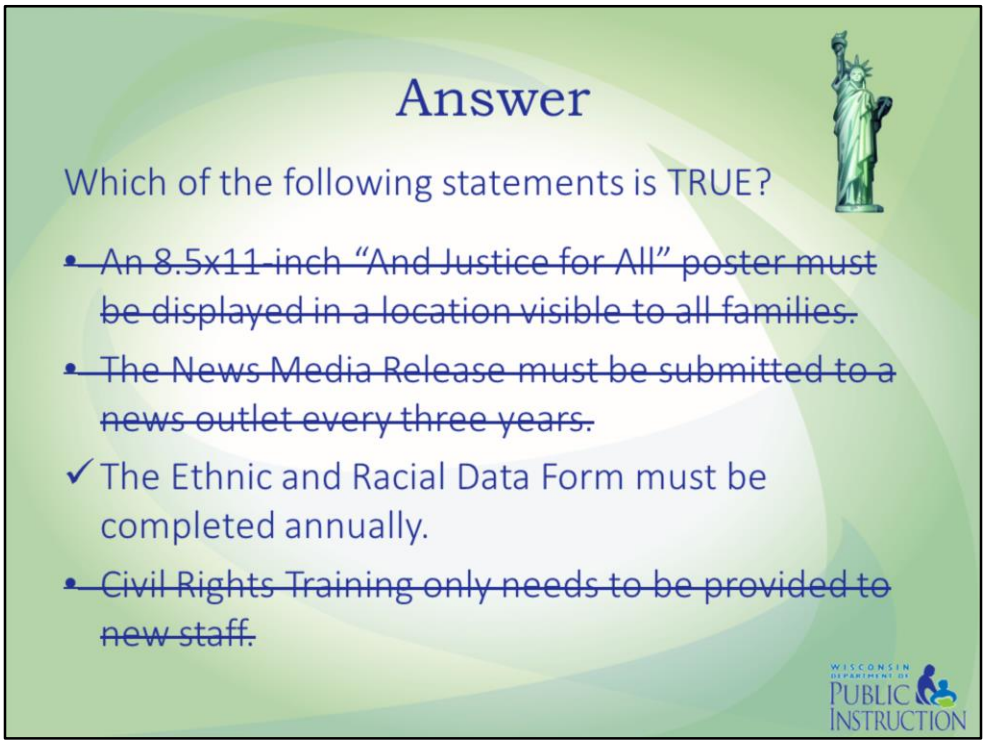


When you start purchasing milk for the program, maintain the receipts and/or invoices for milk purchases. These invoices and/or receipts must clearly identify the type of milk, unit of purchasing, price, and the date of the purchase. Invoices and receipts must be maintained for three years plus the current year.



Which of the following statements is TRUE?

- ❑ An 8.5x11-inch "And Justice for All" poster must be displayed in a location visible to all families.
- ❑ The News Media Release must be submitted to a news outlet every three years.
- ❑ The Ethnic and Racial Data Form must be completed annually.
- ❑ Civil Rights Training only needs to be provided to new staff.

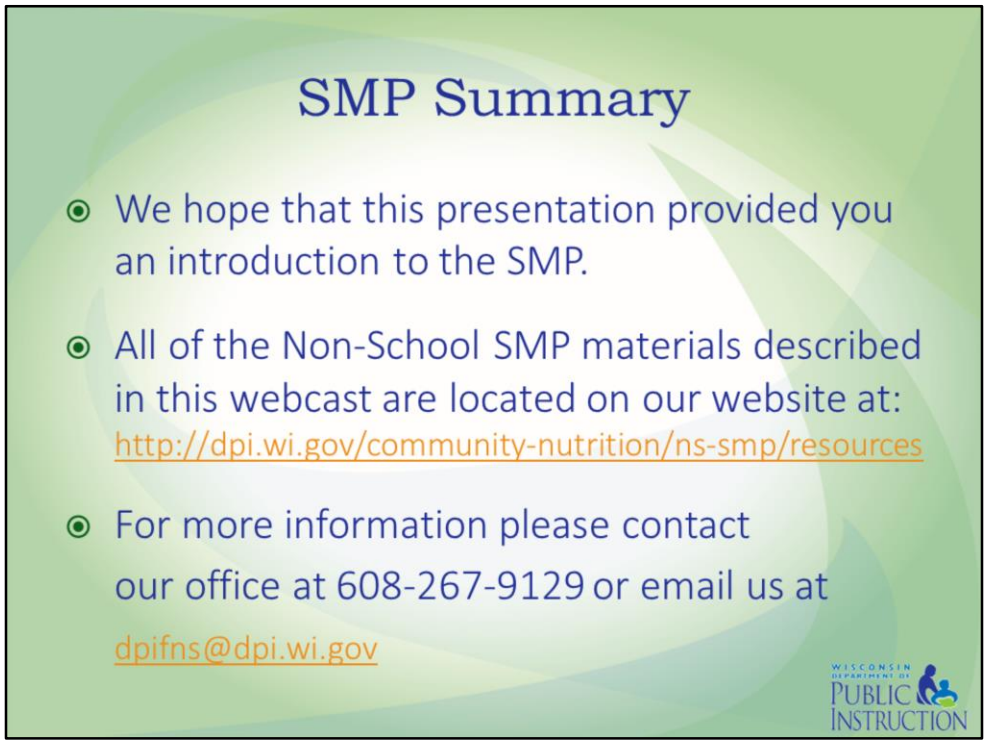


The correct answer is that the Ethnic and Racial Data Form must be completed annually.

The correct size for the "And Justice for All" poster is 11x17-inches. The poster must be placed in a place where it's viewable by the public.

The News Media Release must be submitted to a news outlet every year.

Civil Rights Training must be provided to all staff annually.



Take the time to review the materials described in the webcast located at the link on the slide. Also, we encourage you to contact the DPI at the number or e-mail located on the slide to learn more about the SMP or if you have further questions.

Thank you for your time today! Please be sure to take some time to view the other webcasts as well:

1. The Special Milk Program-Online Contract;
2. Submitting a Special Milk Program Online Claim; and
3. Milk Record Worksheet