WISCONSIN SCHOOL NUTRITION
IN A NUTSHELL

The Special Milk Program (SMP): Pricing With Free Milk Option

# Foods

## Milk Count

* Children are charged for milk based on their eligibility status.
	+ Milk served to free status students is claimed in the free category.
	+ Milk served to reduced or paid status students is claimed in the paid category.
* School Food Authorities (SFAs) must record the total number of half-pint equivalents (8 fl oz) of milk served at the point of service (POS) by benefit category.

## Pricing with Free Milk Plan

* SMP Reimbursement is maximized to reduce charge to student.
* Recommended formula for calculating student charge:

Average ½ pint cost per invoice price $. \_\_\_ + 2 cents – current paid reimbursement = $. \_\_\_ **per ½ pint change**

* Money collection and counting procedures are consistent with description provided on annual online contract.
* ½ pint equivalents of milk/milk substitute served to students is claimed in the appropriate categories (“free milk” and “paid milk”).
* Students not eligible for free milk are charged for their milk.
* Current [public release](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/smp-public-release.docx) is sent to local media and community grassroots organizations.
* Determining and Hearing Officials are consistent with those stated in the annual online contract.
	+ The online contract is updated when there are changes in staff.
* Current free milk notice and application is sent to households of all enrolled students at the beginning of the school year and provided to households when they enroll during the school year.
* Free milk applications are correctly approved or denied for free milk/milk substitute benefits by the Determining Official.
	+ Refer to the current USDA [Eligibility Manual for School Meals](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/eligibility-manual.pdf) and [Income Guidelines](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/income-eligibility-guidelines.pdf).
	+ Households are properly notified of the milk benefit and receive written notice if the application is denied.
* Free milk benefits are carried over from the previous school year for the first 30 operating days into the new school year.
* All children in the households receive free milk benefits if one student is approved.
* Direct Certification (DC) is optional for SFAs that participate only in the SMP.
	+ If the SFA chooses to directly certify students, they must notify households when the student matches for a milk benefit.
* Maintain an updated benefit issuance list of students approved/directly certified for free milk.
	+ Paper or electronic Point of Service (POS) system is maintained with approval status, dated of approval, change in status, and the date if the student withdraws.
* Policies and procedures do not overtly identify students approved for free milk/milk substitute.
	+ The SFA conforms with confidentiality the disclosure requirements pertaining to the information on free milk applications and direct certification match results.
	+ Parental consent is obtained annually and kept on file if student eligibility information is disclosed for other purposes, such as school meals provided at no charge, waiving athletic fees, community activities, etc.)

Recordkeeping and Reporting

* Electronic or paper copy of most current SMP permanent agreement/policy statement is on file.
* Online contract changes are completed throughout the year as they occur.
* Milk/milk substitute receipts, billing statements, and invoices that show the amount of milk delivered each month, milk types delivered, and total cost of monthly milk purchases are on file for the past three years plus the current year.
* Monthly reimbursement claims are based on accurate POS counts obtained when the student receives the milk.
	+ Daily POS documentation is maintained to support monthly claims.
* Record of income, expenses, and net cash balance for each school year.
* Records pertaining to the SMP are maintained for three years plus the current year.

## Financial Management

* SMP reimbursement is maximized to reduce the charge to students.
	+ Visit the [Financial Management Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/financial-management) for the current reimbursement rate
* The price charged to students for milk is determined with the intent of keeping the cost of milk as low as possible.

$\_\_\_\_ (half-pint cost) + 2¢ – $\_\_\_\_ (reimbursement) =

$\_\_\_\_ (half-pint price) X 180 days =

$\_\_\_\_ (annual charge)

* The price charged to students matches the price listed on the online contract.
* Milk program revenue is used only for purposed related to the SMP.
* All SMP expenses are supported and prorated if applicable
	+ Receipts
	+ Invoices
	+ Payroll records
	+ Time study for labor when staff person has other job functions
	+ Statement from utility company
* Milk/milk substitutes purchases are the only expenses paid with SMP funds.
* The price for milk/milk substitutes available to non-students (staff, visitors, volunteers, children not enrolled in school, etc.) covers the ½ pint cost from the milk vendor.
	+ There is no reimbursement for milk served to non-students.
* The cash balance remaining on June 30, is carried over into the new school year as the beginning fund balance on July 1.
* The current cash balance for the SMP does not exceed three-month’s operating costs unless the SFA has a plan for the accumulated balance, such as the purchase of new milk coolers.

## Purchasing

* SFA documents efforts to maximize open and free competition for milk and other SMP purchases.
* If competition is limited and less than two bids or proposals were received, SFA must retain documentation of reasons for limited competition.
* SFA has a process to ensure products match those specified in the procurement documentation and the pricing in the awarded contract is reflected on invoices paid by the SFA.
* Milk coolers and other purchased equipment that is used by other organizations are purchased based on a pro-rated basis for the time the item is utilize by the SMP.
* For more information, review the [Procurement Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/procurement?rdt=).

## Milk Selection(s)

* Milk types are specific to student age levels.
	+ **1 year old:** Unflavored whole milk must be served.
	+ **2-5 years old (not yet in kindergarten):** Unflavored low fat (1%) milk or fat-free (skim) milk is allowed.
	+ **6 years old and older:** Flavored and unflavored fat-free (skim) or low-fat (1%) milk is allowed.
* Milk variety is not required in the SMP.

## Food Safety

* Pasteurized fluid milk which meets state and local standards (grade A in Wisconsin) is purchased.
* Milk is delivered in a refrigerated truck and held at 45oF or less.
	+ Milk is cooled to 41oF within 4 hours.
* Proper storage and refrigeration are maintained to keep milk within a temperature range of **35oF to 41oF.**
* Temperature logs are completed daily and kept a minimum of 6 months.
* Accurate thermometers are used and re-calibrated or replaced as needed.
* Proper cleaning of milk refrigeration is completed regularly.
* For more information, review the [Food Safety Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/food-safety).

## Civil Rights

* The USDA non-discrimination statement is included on all SMP related information going out to households,
* The “And Justice for All” poster is displayed in a prominent place visible (and readable) to program participants where milk/milk substitutes are served.
* SFA provides annual Civil Rights training for front-line staff/volunteers and maintains appropriate documentation.
* SFA completes the [SMP-Only Civil Rights Compliance Self Evaluation Form (PI-1456)](https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1456.doc) annually by October 31.
* See the [Civil Rights Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights) for the current non-discrimination statement and annual training.

## Special Dietary Needs

* Appropriate accommodations are made for milk substitution requests supported by a signed medical statement from a licensed health care professional.
	+ In Wisconsin, a health care professional is anyone authorized to write medical prescriptions under state law and includes physicians, dentists, ophthalmologists, physician’s assistants, nurse practitioners, and podiatrists.
	+ A medical statement template and additional information is posted on the [Special Dietary Needs Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs). The statement must be kept on file at the SFA.
* Milk substitutes provided for students without a signed medical statement is at the discretion of the SFA.
	+ Nondairy beverages with the same nutritional profile as cow’s milk must be given.
	+ Prior DPI approval is required to claim milk substitutes not supported by medical statements for reimbursement.