

Instructions for Entering WSDMP Annual Claim Online

Start at: <http://fns.dpi.wi.gov/>
 Click on the *Online Services*

Wisconsin Department of Public Instruction

Home Parents & Students Schools & Educators Libraries Data & Media

Wisconsin Child Nutrition Programs

Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Home Page. Staff members in Community and School Nutrition Teams provide nutrition information and program guidance to sponsors of the National School Lunch Program, the School Breakfast Program, Child and Adult Care Food Program, the Summer Food Service Program, the Special Milk Program, and the USDA Commodity Food Distribution Program. The Teams are also responsible for a variety of nutrition education initiatives that involve collaboration with other state agencies, UW-Extension, and regional and statewide child nutrition advocacy groups.

USDA Programs are undergoing technological website updates. Some pages may not be available. Please try again later.

Grid of icons: Afterschool Programs, Child and Adult Care Food Program, Child Nutrition Reauthorization, Civil Rights, Direct Certification, Farm to School, FFP Program, Healthier US Challenge, Index, Milk Programs, National School Lunch Program, **Online Services**, Procurement, Program Statistics, School Breakfast Program, Summer Food Program, Team Nutrition, Training Resource Center, USDA Foods, Wellness.

Important Dates		
Date	Program	Event
May 19 - June 20, 2014	NSLP, SBP	Annual School Nutrition Contract Renewal Online Contract Renewal for SY14-15 Child Nutrition Programs - Required by June 20, 2014
June 24 - August 7, 2014 (various dates/locations)	NSLP, SBP	School Nutrition Skills Development Courses (SNSDC) - Register Now

Click on *Online Services Log-in*

Wisconsin Department of Public Instruction

Home Parents & Students Schools & Educators Libraries Data & Media

Wisconsin Child Nutrition Programs Online Services

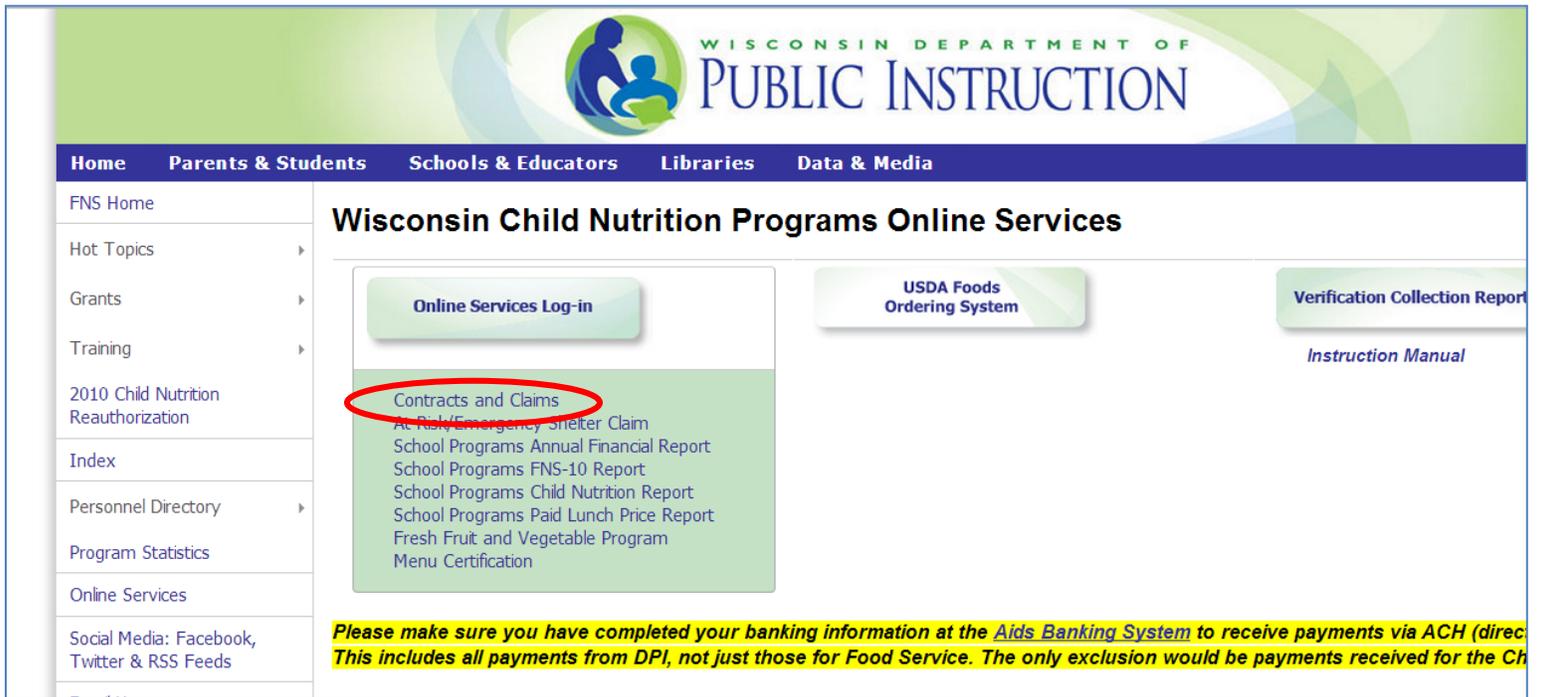
Online Services Log-in, USDA Foods Ordering System, Verification Collection Report

Instruction Manual

Please make sure you have completed your banking information at the [Aids Banking System](#) to receive payments via ACH (direct deposit) from DPI. This includes all payments from DPI, not just those for Food Service. The only exclusion would be payments received for the Choice Program.

Assistance with Online Services				
Child and Adult Care Food Program (CACFP)	Special Milk Program (SMP)	School Programs	Summer Food Service Program (SFSP)	USDA Foods
Child and Adult Care Food Program (CACFP)				
Manuals / Instructions	Forms	Training / Webcasts		
Contracts				
Please download and read the CACFP Internet Application Manual prior to accessing the system.				
More CACFP Application/Agreement Information				
HOME SPONSORS ONLY				
Provider Contract Internet Manual (Rev. 10/10)				
Sponsor Contract Internet Manual				

Click on *Contracts and Claims*



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Parents & Students Schools & Educators Libraries Data & Media

FNS Home
Hot Topics
Grants
Training
2010 Child Nutrition Reauthorization
Index
Personnel Directory
Program Statistics
Online Services
Social Media: Facebook, Twitter & RSS Feeds

Wisconsin Child Nutrition Programs Online Services

Online Services Log-in

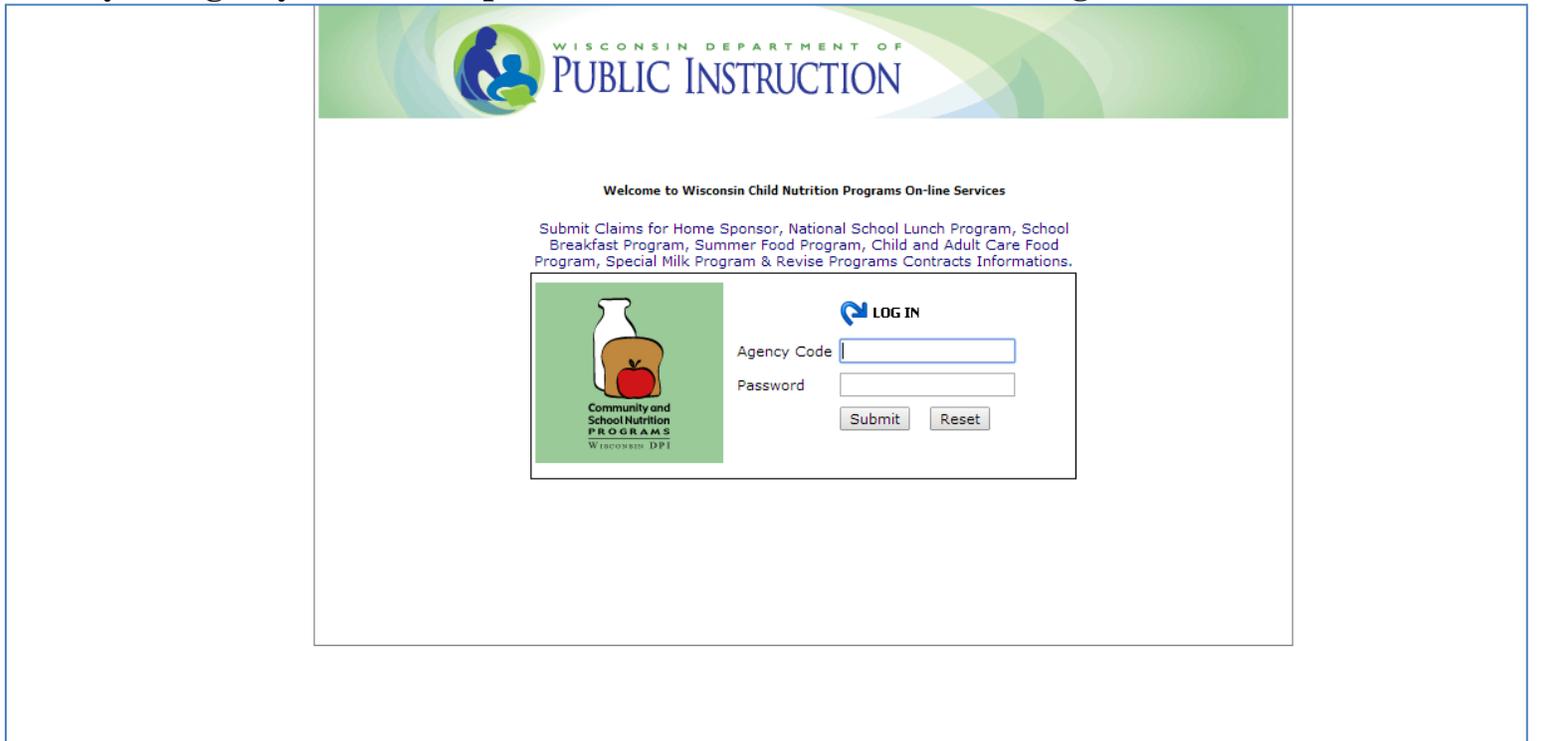
USDA Foods Ordering System

Verification Collection Report
Instruction Manual

- Contracts and Claims**
- At Risk/Emergency Shelter Claim
- School Programs Annual Financial Report
- School Programs FNS-10 Report
- School Programs Child Nutrition Report
- School Programs Paid Lunch Price Report
- Fresh Fruit and Vegetable Program
- Menu Certification

Please make sure you have completed your banking information at the [Aids Banking System](#) to receive payments via ACH (direct deposit). This includes all payments from DPI, not just those for Food Service. The only exclusion would be payments received for the Child Nutrition Programs.

Enter your agency's code and password for the Child Nutrition Programs



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome to Wisconsin Child Nutrition Programs On-line Services

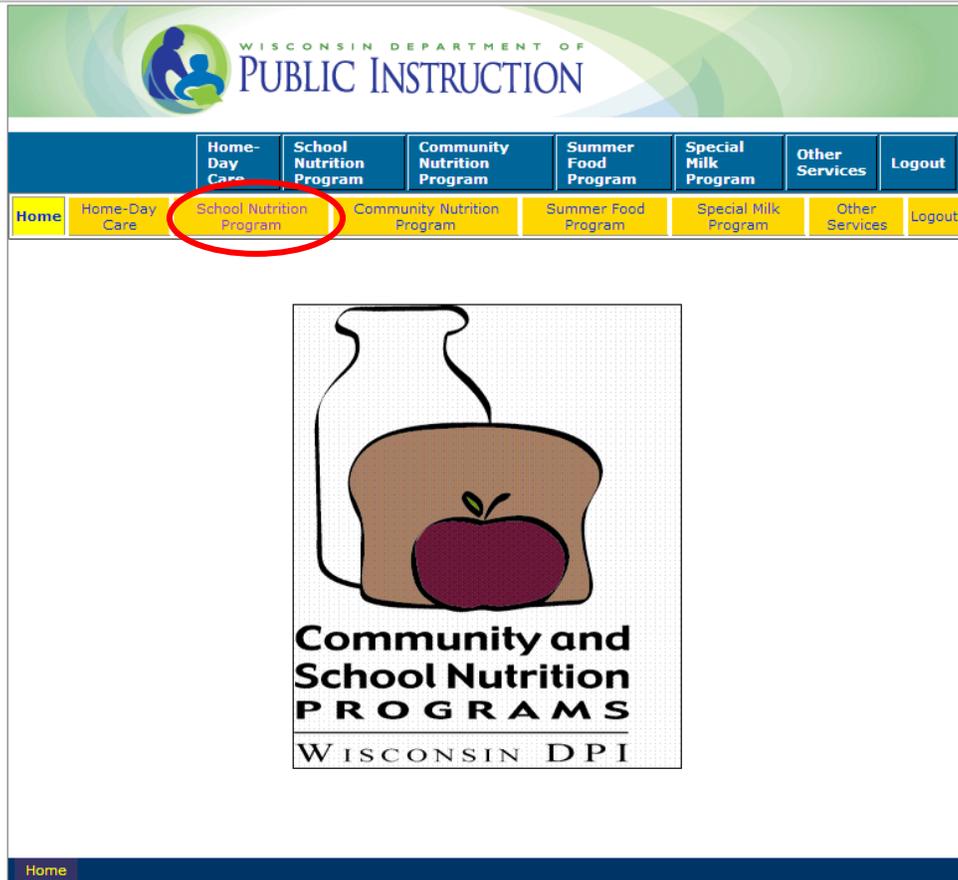
Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.

 **LOG IN**

Agency Code

Password

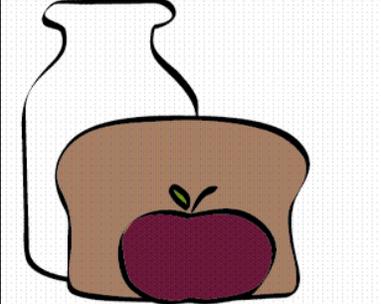
Click on *School Nutrition Programs*



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
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Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Special Milk Program Other Services Logout



Community and School Nutrition PROGRAMS
WISCONSIN DPI

Home

Click on *State Programs' Annual Claim & Reporting*



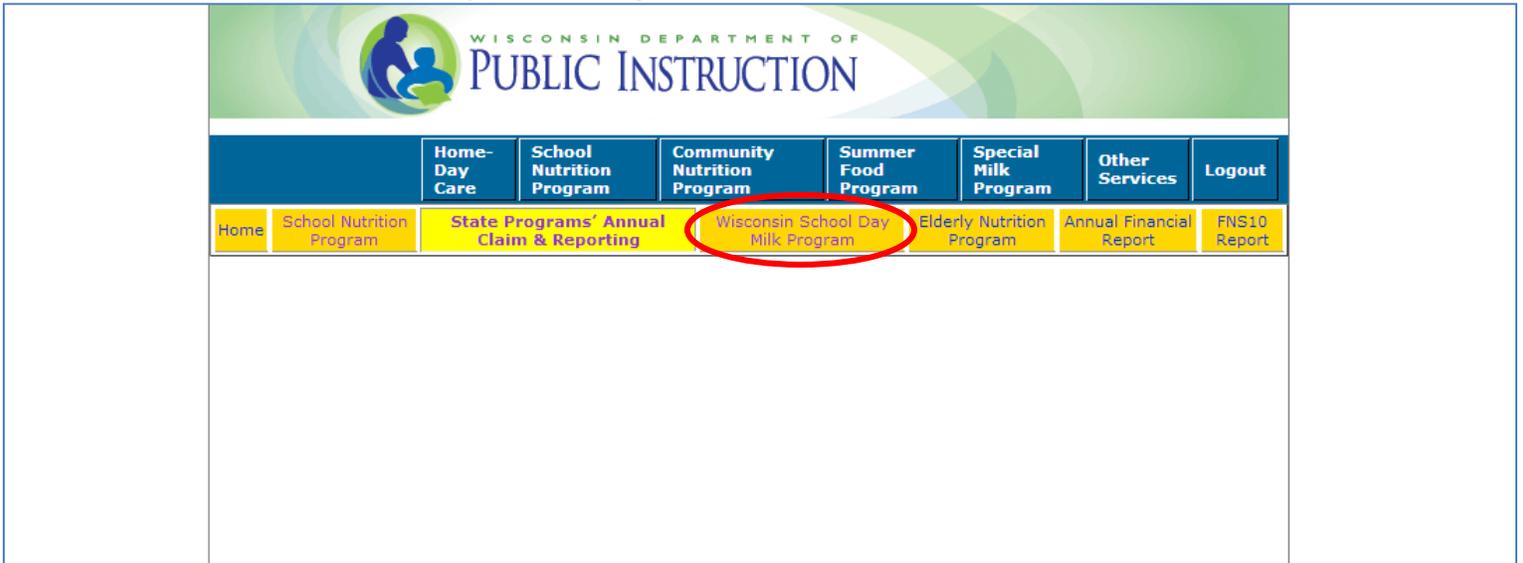
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
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Home School Nutrition Program Monthly Reimbursement Claim **State Programs' Annual Claim & Reporting** Contract



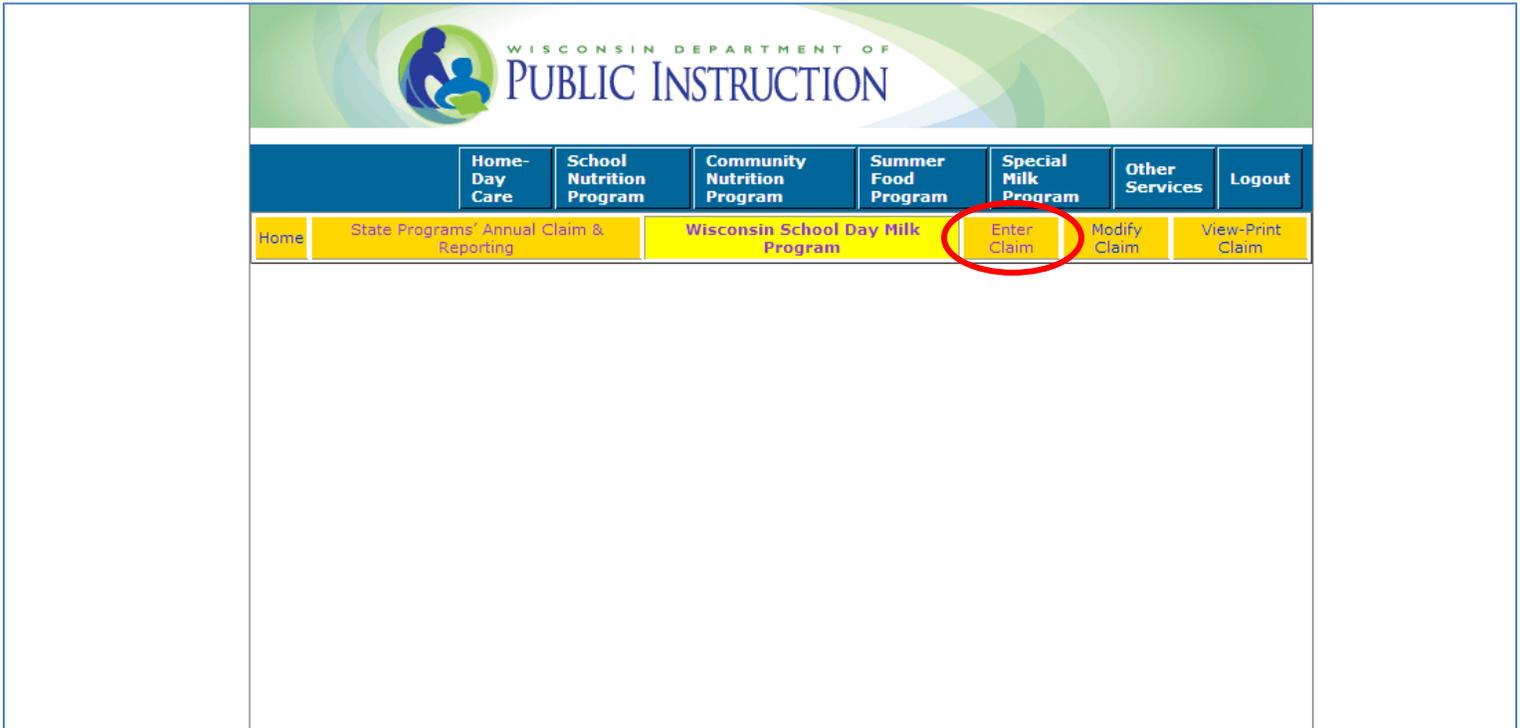
Click on *Wisconsin School Day Milk Program*



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	School Nutrition Program	State Programs' Annual Claim & Reporting	Wisconsin School Day Milk Program	Elderly Nutrition Program	Annual Financial Report	FNS10 Report	

Click on *Enter Claim*



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	State Programs' Annual Claim & Reporting	Wisconsin School Day Milk Program	Enter Claim	Modify Claim	View-Print Claim		

Enter WSDMP claim information. For more instructions on what claim information must be entered, please see the WSDMP claim instructions on the next page.



Home-Day Care

School Nutrition Program

Community Nutrition Program

Summer Food Program

Special Milk Program

Other Services

Logout

Home [Wisconsin School Day Milk Program](#) **Enter Claim**

**Annual Wisconsin School Day Milk Program Pre-K to Grade 5
[Participation Reimbursement Information]
408128 - Milwaukee Math and Science Academy**

Claim Date: Month Year

*Do NOT use commas while entering numbers.

Milk Served to Free - Reduced Students: **May not claim milk served during lunch and breakfast.**

Juice Served to Free - Reduced Students:

School's Cost per 1/2 Pint of Milk: \$

School's Cost Per Unit of Juice: \$

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that milk and juice claimed were served only to students in Pre-Kindergarten through grade 5 who are eligible for free or reduced price meals. Only one half-pint of milk or juice per eligible student is claimed per school day. Milk claimed was not served during lunch or breakfast meal periods. Milk claimed under the Wisconsin School Day Milk Program was not also claimed under the federal Special Milk Program. I acknowledge that this claim is true, correct, and in accordance with the terms of the existing agreement, that records are available to support this claim, that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program.

Preparer Name and Telephone No.:

Home

WISCONSIN SCHOOL DAY MILK PROGRAM (WSDMP)

The WSDMP was created by the Wisconsin Legislature to reimburse schools for part of the cost of the milk served at a milk break to Pre-Kindergarten through Grade 5 students who are eligible for free or reduced price meals. Only one half-pint of milk may be claimed per eligible student per school day. By State law, no charge can be made to those students who qualify for free and reduced price meals and are receiving free milk under the WSDMP. Milk served to non-needy (paid) students at the milk break in Grades PreK through 5, and students in Grades 6-12, is not eligible for reimbursement. If milk served to students is claimed under the federal Special Milk Program (SMP), it may not be claimed under the WSDMP.

A claim for juice can be made only if it was served as a substitute for milk to an eligible student, with written documentation on file from a physician that the individual student's condition prohibits the consumption of milk.

Public Schools Using Wisconsin Uniform Financial Accounting Requirements (WUFAR): The WSDMP has been assigned Revenue Source Code 617, Program/Project Code 544.

Sites for which milk is being claimed under this program must be indicated on Schedule A of the current school year's approved contract. If the contract does not indicate the School Food Authority is sponsoring the Wisconsin School Day Milk Program, your claim will not be processed. A contract amendment can be submitted on-line at any time to add or modify the Wisconsin School Day Milk program. Please refer to contract materials received at the beginning of the school year for information to include in a contract amendment.

FREE MILK

Enter the total number of half-pints of milk served during milk break to eligible free and reduced price students during the entire July 1-June 30 school year. *Claims must be supported by daily participation records on file.*

FREE JUICE

Enter the total number of substitute juice units served during milk break to eligible free and reduced price students during the entire July 1-June 30 school year. As a reminder, a claim for juice can be made only if it was served as a substitute for milk to an eligible student, with written documentation on file from a physician that the individual student's condition prohibits the consumption of milk.

COST PER ½ PINT MILK

Enter **your school's** cost (to four decimal places) per half-pint of WSDMP milk. Documentation must be maintained to support this reported cost. This cost will be multiplied by the number of half-pints of milk reported to obtain your school's claimed amount of state WSDMP aid, before prorating (if necessary) the annual aid payment.

When determining the "Cost per ½ pint of milk" for each month that milk was served for the WSDMP, the following formula should be used:

$$\begin{aligned} &\text{Total dollar amount spent on milk that month} \div \text{Total number of milks purchased that month} \\ &= \text{Average cost per } \frac{1}{2} \text{ pint} \end{aligned}$$

The monthly averages would then be averaged to determine the "Cost per ½ pint of milk" for the year.

COST PER UNIT JUICE

Enter **your school's** cost (to four decimal places) per unit for WSDMP substitute juice.

PREPARER NAME AND TELEPHONE NUMBER

Enter the name of the person who enters the claim and phone number where they can be reached if there are questions.