

*Date:* September 9, 2014  
*To:* Non-School Special Milk Program Authorized Representatives  
*From:* Community Nutrition Team  
*Subject:* Special Milk Program Milk Record Worksheet Updates

**Updated: Milk Record Worksheet**

The Milk Record Worksheet has been updated and should be used effective immediately. The updated Milk Record Worksheet is available in Excel, Word, and PDF format and is accessible through the SMP website under the Non-School SMP Application Materials and Forms heading at: [http://fns.dpi.wi.gov/fns\\_specmlk1](http://fns.dpi.wi.gov/fns_specmlk1).

**Special Milk Reminders:**

- *News Media Release:* Agencies must complete the news media release and send it to one media outlet on an annual basis. Agencies must keep a copy of the submitted media release on file, along with the date the release was sent to the media, and the name of the local media that received the release.
- *Civil Rights Data Collection:* 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.
- *Non-Discrimination Statement:* The USDA non-discrimination statement and complaint filing procedures must be included in all agency materials that mention SMP or USDA.
- *Annual Civil Rights Training:* Civil rights training must be completed annually for all staff who work with the SMP. A copy of the materials utilized, date the training was done, and attendance records of the staff trained must be kept on file.
- *"And Justice for All" Poster:* Each Special Milk site must prominently display the 11"x17" size nondiscrimination poster. Please contact us to order your free poster.
- *Milk Requirements:* Fluid milk served to children who are two years of age and older must be fat-free (skim) or low-fat (1%) milk.

To obtain copies of the forms mentioned above, please visit the SMP website at: [http://fns.dpi.wi.gov/fns\\_specmlk1](http://fns.dpi.wi.gov/fns_specmlk1).

For more information about the Non-Schools Special Milk Program please visit our website by clicking on the link below.

[http://fns.dpi.wi.gov/fns\\_specmlk1](http://fns.dpi.wi.gov/fns_specmlk1)

If you have any questions regarding this message, please contact Shiela Coulton, Operations Program Associate, by email [Shiela.Coulton@dpi.wi.gov](mailto:Shiela.Coulton@dpi.wi.gov) or phone at (608) 267-9129.

Thank you.

Community Nutrition Team  
Wisconsin Department of Public Instruction

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