

Wisconsin Department of Public Instruction



September 2024

## Announcements from the Special Milk Program (SMP)

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### Updated Documents

The following resource materials and forms have been updated and are available on the Non-School SMP Resource Materials and Forms [webpage](#):

- Daily Point of Service Template ([Child OR Adult](#) and [Child AND Adult](#))
- Milk Waste and Inventory Sheet ([Daily](#), [Weekly](#), and [Monthly](#))
- [SMP Corrective Action Plan](#)

Be sure to use the most up-to-date resources from the webpage to ensure accurate claims and successful SMP reviews. If an agency is using its own forms, prior approval by DPI is required.

### Reminders

As the 2024-2025 SMP review season draws to a close, it is a good time to revisit key program requirements and best practices. Compliance with these guidelines helps ensure continued success and integrity of the program. Please review the following reminders carefully.

### Organization of Records

It is recommended to organize SMP records together in one central location so they are readily available for any given month or year upon request. SMP agencies are required to retain records on file for the current year plus three fiscal years (May 1 – April 30).

- Organize monthly claim support documents for all sites together in one folder by month (Daily Point-of-Service Counts, Milk Waste Inventory Sheets, Temperature and Cleaning Logs).
- Keep financial records organized by month (Receipts/ invoices/ list of donated milk, Milk Record Workbook).
- Keep other records by program year (Contract Approval Letter, Civil Rights training attendance and materials, Ethnicity and Race Data Forms, News Media Release).
- When required to upload documents, upload each document individually and name each file clearly.

### **Milk Types**

All fluid milk served in the Program must be pasteurized fluid milk which meets State and local standards for such milk, have vitamins A and D at levels specified by the Food and Drug Administration, and must be consistent with State and local standards for such milk. Fluid milk must also meet the following requirements:

1. *Children 1 year old:* Children one year of age must be served unflavored whole milk.
2. *Children 2 through 5 years old:* Children two through five years old must be served either unflavored low-fat (1 percent) or unflavored fat-free (skim) milk.
3. *Children 6 years old and older:* Children 6 years old and older must be served low-fat (1 percent fat or less) or fat-free (skim) milk. Milk may be flavored or unflavored.

Non-dairy fluid milk substitutions that provide the nutrients outline in the nutrient chart located on the SMP [webpage](#) and are fortified in accordance with fortification guidelines issued by the Food and Drug Administration may be provided for non-disabled children who cannot consume fluid milk due to medical or special dietary needs when requested in writing by the child's parent or guardian.

*Note:* The most up-to-date Daily Point-of-Service Count templates require agencies to indicate the age(s) of children served to ensure compliance with reimbursable milk types by age. Milk served to adults is not eligible for reimbursement.

### **Daily Point-of-Service Count Forms and Systems**

Prototype Daily Point-of-Service Count templates are found on the SMP [Resource Materials and Forms](#) webpage. If an agency is using its own forms, prior approval by DPI is strongly recommended. Milk count forms must demonstrate milks are counted at the point in which a child has been offered milk. Back out systems, such as tray counts, counting the number of ½ pints of milk remaining after meal service, or using adult to child ratios to estimate

the number of milks served to children and adults, cannot be used to determine the number of ½ pints of milk to claim.

#### **Tracking Waste and Carryover**

The Milk Waste and Inventory Sheet ([daily](#), [weekly](#), or [monthly](#)) should be used to provide the count and cost of half-pints carried over to the next month. Milk on hand at the end of each month needs to be included in the Carryover Table located on the **Purchased – Cost** tab of the Milk Record Workbook.

*Note:* This resource has been updated based on agency feedback to include more specific instructions, as well as 3 different formats that can be selected from based on agency needs.

#### **And Justice for All Posters**

During a review year, agencies are required to upload photos of And Justice for All posters displayed at each site listed in their approved SMP contract

- USDA FNS Civil Rights Division updated the And Justice for All poster with the updated nondiscrimination statement. DPI has ordered the new posters and, once they are received, will distribute them to participating agencies. Continue to post the 2019 posters or print this [2022 poster](#) to use until the new posters arrive.



**REMINDER: Claim Submission Deadlines:** Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's Claim Submission Deadlines visit [Claim Submission Deadlines](#).

Wisconsin Department of Public Instruction  
Community Nutrition Team

Phone (608) 267-9129; [cnt@dpi.wi.gov](mailto:cnt@dpi.wi.gov)  
[dpi.wi.gov/community-nutrition/ns-smp](https://dpi.wi.gov/community-nutrition/ns-smp)

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**Wisconsin Department of Public Instruction  
Jill K. Underly, PhD, State Superintendent  
201 West Washington Avenue  
Madison, WI 53703  
(608) 266-3390 • (800) 441-4563**

