

Wisconsin Department of Public Instruction



November 2024

Announcements from the Special Milk Program (SMP)

End of Calendar Year Payment Schedule

Each year in December, the processing of claims is shut down for the State to perform year-end wrap up. Please be aware of the following information when filing claims for any federal Child Nutrition Program. Only one claim per program may be entered during this time per agency, including adjustments. Only if your claim is close to the 60-calendar day cutoff, please email a paper claim to: jacqueline.darrow@dpi.wi.gov.

Listed below is the schedule for the reimbursement claim payments during the end of the year.

2024 Year-End Payment Processing Schedule

Week Start Date	Processing Date	Voucher Date	ACH Deposit Date
Sunday, November 24th	Tuesday, November 26th	Wednesday, November 27th*	Monday, December 2nd
Sunday, December 1st	Tuesday, December 3rd	Thursday, December 5th	Monday, December 9th
Sunday, December 8th	Tuesday, December 10th	Thursday, December 12th	Monday, December 16th
Sunday, December 15th	Tuesday, December 17th	Thursday, December 19th	Monday, December 23rd
Sunday, December 22nd	NO PAYMENT PROCESSING THIS WEEK*		
Sunday, December 29th	NO PAYMENT PROCESSING THIS WEEK*		
Sunday, January 5th	Tuesday, January 7th	Thursday, January 9th	Monday, January 13th
Sunday, January 12th	Tuesday, January 14th	Thursday, January 16th	Tuesday, January 21st*
Sunday, January 19th	Tuesday, January 21st*	Thursday, January 23rd	Monday, January 27th (Bank Holiday on Monday)

*Different from the norm.

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
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dpi.wi.gov/community-nutrition/ns-smp

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