

Documents Required For Special Milk Program (SMP) Review
Financial Fiscal Year
(FFY) 2020/2021
(May 1, 2020 – April 30, 2021)

Please send the following documents to the DPI reviewer

Administrative Documents

- Paper Reimbursement Claim ([PI-1409-NS-SMP](#))

- Dairy delivery slips and/or receipts for milk purchased

- [Milk Record Worksheet](#)

- Daily Point-of-Service counts for milk served as applicable in your FFY2019/2020 SMP Contract
 - [Daily Point-of-Service Template](#) (Child or Adult)
 - [Daily Point-of-Service Template](#) (Child and Adult)
 - [Milk Waste and Inventory Sheet](#)

- [Ethnic/Racial Data Collection Form\(s\)](#)

- [Civil Rights Training Attendance Log](#)

- [News Media Release](#); *including documentation of when and to which media outlet it was sent*

- Documentation on when and to which media outlet the release was sent; *the Department will accept a copy of an email exchange between the agency and the media outlet; a copy of a signed certified mail card; an affidavit signed by staff at the media outlet stating that the release was received*

- Copy of your last Special Milk Program Review report