



SPECIAL MILK PROGRAM (SMP)

Compliance Checklist for Non-school Agencies

This self-evaluation tool was developed to assist non-school agencies with assessing compliance with U.S. Department of Agriculture (USDA) regulations 7 CFR §215.1-215.17 for the Special Milk Program (SMP). For questions or resources pertaining to operation of non-school SMP, contact the community nutrition team at: (608) 267-9129.

1. Non-school SMP is operated in compliance with Application/Permanent Agreement - Policy Statement.

- ☐ Non-school agency must select the **non-pricing plan**.

2. Non-school agency complies with USDA's **Recordkeeping and Reporting requirements.**

- ☐ Most current Application-Agreement-Policy Statement is kept on file permanently or for three years after the contract is terminated.
- ☐ Program renewals are kept on file for a period of three years after the fiscal year to which they apply.
- ☐ SMP records (monthly claims and daily participation records) are kept on file for a period of three years after the fiscal year to which they apply.
- ☐ Full and accurate financial records show program income and expenditures are maintained for a period of three years after the fiscal year to which they apply. This includes dairy delivery slips and/or receipts for milk purchased.
- ☐ Complete [Milk Record Workbook](#) reflecting milk purchases, spoilage of milk, and/or adults served.
- ☐ Daily point of service records support total number of milks/milk substitutes served to children and claimed for reimbursement per the contract.
- ☐ Milk waste and inventory records support total number of milks/milk substitutes served to children and claimed for reimbursement per the contract.
- ☐ Correctly calculate & report cost of half-pint of milk on monthly claim for reimbursement. (Total Monthly cost for milk purchased ÷ total number of reimbursable half-pints)

3. Non-school agency complies with federal **Civil Rights requirements.**

- ☐ Agency must make SMP information available to the public when requested.
- ☐ Non-school agency must serve milk to all children regardless of race, color, national origin, sex, age, or disability.
- ☐ Display the "... And Justice for All" poster in a visible place to SMP participants. To order a poster, complete this [order form](#).
- ☐ Include the USDA nondiscrimination statement and procedure for filing a complaint in all agency materials that mention SMP or USDA. The most current nondiscrimination statement and complaint procedures are as follows:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."



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3. Non-school agency complies with federal **Civil Rights** requirements (continued).

- ☐ Complete the [Race and Ethnicity Data Form](#) as indicated on your approval letter. Camps must complete a form for each session.
- ☐ Provide annual [Civil Rights Training](#) for all staff working with the SMP.
- ☐ Annually submit [News Media Release](#) to a local media outlet.

4. Non-school agency complies with **Food Safety** practices.

- ☐ Agency maintains an accurate [Temperature and Cleaning Log](#).
- ☐ Working thermometers are kept in all refrigeration units.
- ☐ Milk is refrigerated within a temperature range of 35-40 degrees Fahrenheit from the time of delivery until the time of service.
- ☐ Milk deliveries are rotated on a first-in first-out basis; use oldest milk first and check expiration dates.
- ☐ Routine cleaning schedules to keep internal and external surfaces of cold storage units clean.
- ☐ Routine maintenance is scheduled to check temperature, condensation, and replace worn seals.
- ☐ If glasses are used, the agency is following dishwashing requirements of the Department of Children and Families (DCF) Child Care Licensing regulations.

5. **Milk selection** available to children meets the USDA regulations.

- ☐ One year old children must be served unflavored whole milk;
- ☐ Children two years old and older must be served low-fat or fat-free and allowed the substitution of non-dairy beverages that are nutritionally equivalent to fluid milk for children with special dietary needs;
- ☐ Flavored milk, including non-dairy beverages, cannot be served to children 1 through 5 years old; and
- ☐ Flavored milk served to children 6 years old and older must be fat-free.
- ☐ Reimbursable milks for children two years old and older include low-fat or fat-free milk, low-fat or fat-free lactose reduced milk, low-fat or fat-free lactose free milk, low-fat or fat-free buttermilk, or low-fat or fat-free acidified milk. Milk must be pasteurized fluid milk that meets State and local standards.