



**Special Milk Program (SMP) Review Documents Checklist**  
Fiscal Year 2023 – 2024 (May 1, 2023 – April 30, 2024)

Agency Name	
Agency Code	
Review Month and Year	

Submit documents via Google Drive. Refer to the attached Document Submission Instructions on how to submit documents. When submitting documents to the Google Drive, use the following link:

Email [cnt@dpi.wi.gov](mailto:cnt@dpi.wi.gov) to notify us that the documents have been uploaded.

**Administrative Documents**

- Copy of completed Claim Worksheet for SMP ([PI-1409-NS-SMP](#)) for the review month and year listed above. Do not enter this claim into Online Services. During the review period your agency’s online rights have been disabled. Once the claim is verified as part of this review it will be submitted for payment.
- Copy of invoices, receipts and or billing statements for audit month that includes number of ½ pint equivalents of milk (and milk substitutes, if applicable) purchased, milk types purchased (e.g., 1% unflavored milk, skim chocolate) and total purchase costs.
- Copy of completed [Milk Record Worksheet](#) for the review month.
- Copy of point of services counts for review claim month that show number of ½ pints distributed to participants and non-participants (adults, visitors, etc.).
  - [Daily Point-of-Service Template](#) (Child or Adult)
  - [Daily Point-of-Service Template](#) (Child and Adult)
  - [Milk Waste and Inventory Sheet](#)
- Copy of completed [Civil Rights Training Attendance Sheet](#) for this fiscal year.
- Picture of the Civil Rights federal “[And Justice For All](#)” poster (May 2022 version) and description where it is posted.
- Completed [Race and Ethnicity Data Form\(s\)](#) for each site listed in the contract for this fiscal year.
- Copy of [News Media Release](#) for this fiscal year. Include documentation of when and to which media outlet it was sent.
- Copy of one month’s [temperature and cleaning log](#) for milk refrigeration unit(s).