



NON-SCHOOL SPECIAL MILK PROGRAM INFORMATION SHEET (rev 07/23)

The purpose of the Special Milk Program is to encourage the consumption of milk by children who are receiving care and training at child care institutions, summer camps, homeless feeding sites, outside-of-school-hours care centers, and other non-school agencies providing services to children. Participating agencies receive federal reimbursement for each half pint of milk served to children. The Department of Public Instruction (DPI) administers the U.S. Department of Agriculture (USDA) Special Milk Program (SMP) in Wisconsin.

Which agencies are eligible for the SMP?

Any public or non-profit agency, as referenced above, which has IRS Tax Exempt status and does not participate in the Child and Adult Care Food Program or the Summer Food Service Program is eligible for the Special Milk Program.

Is there a particular kind of milk that must be served to children?

Fluid milk and non-dairy fluid milk substitutes must meet the requirements as outlined in [7 CFR Part 215.7a](#):

Types of fluid milk. 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. Lactose-free and reduced-lactose milk that meet the fat content and flavor specifications for each age group may also be offered.

Fluid milk must also meet the following requirements:

Children 1 year old. Children one year of age must be served unflavored whole milk.

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.

Children 6 years old and older. Children six years old and older must be served low-fat (1 percent or less) or fat-free (skim) milk. Milk may be unflavored or flavored.

What is the federal reimbursement rate?

The rate of reimbursement is established annually by the USDA. The current rate of reimbursement is \$0.2625 per half pint served to eligible children (effective July 1, 2023, through June 30, 2024). Milk served to children under 19 years old may be claimed for reimbursement. Reimbursement is either paid at the current USDA rate of reimbursement or the reported average cost per half pint, whichever is the lesser of the two.

What kinds of records must agencies keep?

Agencies must maintain accurate milk purchasing records (invoices and receipts) **which clearly identify the type, unit, price, and date of purchase for each transaction within the calendar month.** Documentation of milk served to adults (over 19 years of age) and milk lost to waste, spoilage or theft must be kept to ensure it is not claimed for reimbursement. To track waste and inventory, use the [Milk Waste and Inventory Sheet](#). Milk served to adults, lost to waste (such as when left-over milk is dumped after a meal service, spilled milk, or milk used in preparation of food/meals), and lost to spoilage and theft is not reimbursable. Only milk served to attending children may be claimed for reimbursement. The SMP requirements that must be completed, kept on file, and available for review include: the SMP contract, outreach efforts, documented civil rights training for all front-line staff, racial or ethnic data documentation, milk invoices and receipts, milk inventory/waste, monthly claim, and daily point of service and food safety record. **The SMP year runs from May 1st – April 30th.** **All SMP records must be kept for three years plus the current year, or if an audit is outstanding keep all records until the audit is closed.** For a list of requirements and due dates refer to the [Requirements for the USDA Non-School Special Milk Program](#).

What is the most reasonable method of calculating the amount of milk to claim for reimbursement?

Consolidate and total the receipts and invoices for the milk **purchased within the calendar month.** Then, convert the total quantity purchased to half pints. To determine the amount of half pints that will be claimed for reimbursement, subtract from the total quantity purchased, the amount of milk served to adults and the amount lost to waste, spoilage, or theft. The amount of milk reported for reimbursement must be reported as

a total number of half pints. The Milk Record Workbook is to be used for your calculations and kept on-site as supportive documentation for the monthly SMP claim. The Milk Record Workbook can be downloaded as an [Excel](#) file.

The average cost per half pint must be calculated based on the total number of half pints of milk purchased, not just the number of half pints purchased for the children, unless separate units of milk, which are clearly itemized on the receipt, are purchased for the children and adults. In the latter case, the milk purchased separately for adults must be excluded when calculating the total number of half pints and total cost of milk purchased.

What is the deadline for submitting monthly SMP reimbursement claims?

USDA Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. Refer to our [Claim Submission Deadlines](#) webpage. Instructions on how to submit a claim can be found in the [Non-School SMP Claim Manual](#).

Can reimbursement be received for substitutions made for milk when a child cannot consume milk because of special dietary needs such as allergies or severe intolerance?

USDA regulations require substitutions or modifications in the SMP for children who are considered to have a disability which restricts their diets. A child with a disability must be provided substitutions when that need is supported by a statement signed by a Wisconsin Licensed Healthcare Professional: Physician, Physician Assistant, or Nurse Practitioner (APNP); this is in order to be in compliance with the Rehabilitation Act of 1973, the American with Disabilities Act and the USDA nondiscrimination regulations (7 CFR 15b). Because of this requirement, an agency can receive reimbursement for substituted beverages listed on a written medical statement for a child with special dietary needs. For a copy of the *Eating and Feeding Evaluation* for the licensed physician to complete refer to the [SMP website](#). The completed and signed form must be maintained on file with your agency's SMP documentations.

How do I apply for the Program?

Email cnt@dpi.wi.gov or call (608) 267-9129

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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