



## Annual Requirements for the USDA Non-School Special Milk Program

To ensure program compliance share this calendar with each staff person responsible for completing the following tasks related to the operation of the Non-School Special Milk Program (SMP). All required program related materials must be retained by the agency for three (3) years plus the current year of operation.

Annual Requirements	Due Date	Initials	Date Completed
<p><b>USDA Non-School Special Milk Program Online Contract</b> Update and renew the USDA Non-School SMP contract with DPI using <a href="#">Online Services</a>. The contract opens in April and must be updated and approved annually. The fiscal year for the Non-School SMP is May 1 - April 30, therefore your dates of operation must fall within that window of time. Refer to the Non-School SMP <a href="#">contract manual</a> for instructions. Print the confirmation page after submitting the contract for your records. Once the contract is approved an approval letter will be sent via email to the Authorized Representative listed in the contract.</p>	Annually contact opens at the end of April – refer to annual <a href="#">SMP Bulletin</a> for exact date		
<p><b>Outreach - News Media Release</b> On an annual basis, each agency must complete the <a href="#">News Media Release</a> using the provided template and send it to one media outlet such as a local newspaper. Agencies must keep a copy of the media release on file and document the date the release was sent to the media and the name of the local media that received the release. This documentation can be written on the media release. Retain a copy of the fax or e-mail confirmation if the media release was faxed or e-mailed. If the media outlet wants to charge you for the publication, the agency is not required to have it published.</p>	Annually		
<p><b>Civil Rights Training</b> USDA requires annual Civil Rights Training for all staff who interact with Child Nutrition Program participants. Refer and use the posted <a href="#">Civil Rights Training</a> and <a href="#">Civil Rights Training Attendance Sheet</a>. Maintain a copy of the training and attendance sheet at the agency.</p>	Annually		
<p><b>And Justice for All Poster</b> Display the full size <a href="#">And Justice for All</a> poster developed by USDA in a prominent place at each site so that participants can see it. Also display it in the sponsor’s administrative office. USDA updated the And Justice for All poster with the updated nondiscrimination statement. DPI has ordered the new posters and once they are received, the DPI will distribute them to our participating agencies. Continue to post the 2019 posters or <a href="#">print this 2022 poster</a> to use until the new posters arrive.</p>	Annually		
<p><b>Ethnic and Racial Data Form</b> Complete the <a href="#">Race and Ethnicity Data Form</a>. Complete the form for each site on the program. If your agency is a camp with multiple session, complete one form for each camp session.</p>	Annually for each site and for each camp session		
<p><b>E-Learning Course for the SMP</b> This web-based course can be accessed on your PC, laptop, tablet, and cell phone. Staff can train on topics related to their job. No special access passwords or codes needed. Click on the <a href="#">E-Learning Course for the Non-school Special Milk Program (SMP)</a> to get started. Certificate of training is available when finished with each lesson.</p>	Annually or as needed		

Daily and Monthly Requirements			Due Date
<b>Milk Purchases</b> Save all dated and itemized grocery/store tapes or receipts, invoices for milk and milk substitutes purchased. These must be retained on file as support documentation.	<b>Age</b>	<b>Milk Requirement</b>	Complete daily, review monthly
	1 year	Unflavored whole milk	
	2-5 years	Unflavored 1% (low fat) or unflavored skim (fat free) milk	
	6 years and older	Unflavored 1% (low fat) or unflavored skim (fat free) milk Flavored 1% (low fat) or flavored skim (fat free) milk	
<b>Daily Point of Service (POS)</b> Obtain daily point-of-service counts of half-pints of milk (or half-pint equivalents) served to children. Milk must be tracked by type (e.g. unflavored 1% milk vs. unflavored whole milk). Template forms are available on the <a href="#">Resource Materials and Forms</a> webpage under the Daily Point-of-Service Templates heading.			Completed daily, review monthly
<b>Milk Record Workbook</b> Use your daily point-of-service counts for children (and adults if applicable, amount of <a href="#">waste</a> , and receipts/invoices of milk purchased to complete your Milk Record Workbook. You can download the <a href="#">Milk Record Workbook</a> from the <a href="#">Resource Materials and Forms</a> webpage.			Completed weekly, monthly
<b>Monthly Reimbursement Claims</b> Submit monthly claim for reimbursement to DPI via Online Services. Claims for reimbursement cannot be submitted <b>during</b> the claim month of operation. Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. The claiming calendar below lists the claim submission deadlines. Refer to the <a href="#">Claim</a> webpage for step-by-step instructions. If you have issues filing a claim contact Jacqueline Darrow, Accountant at <a href="mailto:jacqueline.darrow@dpi.wi.gov">jacqueline.darrow@dpi.wi.gov</a> or 608-267-9124.			Completed monthly
<b>Food Safety</b> Implement procedures for ensuring milk served by the agency is wholesome by adhering to proper food safety practices. This includes maintaining temperature and cleaning logs for refrigeration units. <a href="#">Temperature and Cleaning Log</a> can be found on the <a href="#">Resource Materials and Forms</a> webpage.			Completed daily, weekly

**60 Calendar Day Cut-off Deadlines for Submitting Claims for Reimbursement**

Claims for reimbursement for milk served under the Special Milk Program (SMP) must be submitted to DPI online for payment **within 60 calendar days after the end of the claiming period**. Only one claim is accepted per payment processing period. In the event that the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day. If you are submitting a claim under this situation, you will not be able to submit your claim online. Instead, you need to complete a paper copy of the claim. Plan ahead to avoid paper claim submissions. Processing occurs each Tuesday morning, unless that day is a holiday, in which case the processing would happen the following day. Payment processing does not occur the last two weeks of June and the last two weeks of December so that DPI's Business Office can do fiscal- and year-end closeouts.

Claiming Month	Last Day for Receipt/Postmark of Claim
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 in leap years)