

Requirements for the USDA Non-School Special Milk Program

To ensure program compliance please distribute a copy of this calendar to 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>USDA Non-School Special Milk Program Online Contract Update/renew the USDA Non-School SMP contract with DPI (https://dpi.wi.gov/community-nutrition/ns-smp). 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. The Non-School SMP Contract Manual can be accessed on the Non-School SMP contract webpage https://dpi.wi.gov/community-nutrition/ns-smp/online. Print the confirmation page after submitting the contract for your records.</p>	Annually		
<p>Outreach - News Media Release On an annual basis, each agency must complete the news media release 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. Also 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, you are not required to have it published. A template of the News Media Release is available on the DPI website. https://dpi.wi.gov/sites/default/files/imce/community-nutrition/doc/ns_smp_news_media_release.docx</p>	Annually		
<p>Civil Rights Training Complete the annual Civil Rights Training for staff involved with the SMP. The SMP Civil Rights training is available on the Non-School Special Milk Program webpage, along with an attendance log (https://dpi.wi.gov/community-nutrition/ns-smp). Maintain a copy of the training and attendance log at the agency.</p>	Annually		
<p>And Justice for All Poster Post the <i>And Justice for All</i> posters in publicly visible and readable areas where the program is administered. If new or additional posters are needed, please contact the CNT at cnt@dpi.wi.gov or 608-267-9129.</p>	Annually		
<p>Ethnic and Racial Data Form Complete the Ethnic and Racial Data Form. If your agency has various camps, you must complete one per camp. Complete a form for each site on the program as well.</p>	Annually for each site/camp		
<p>BEST PRACTICES Special Milk Program Compliance Checklist for Non-school Agencies Use this self evaluation tool to assess your compliance with U.S. Department of Agriculture (USDA) regulations 7 CFR §215.1-215.17 for the Special Milk Program (SMP).</p> <p>E-Learning Course for the SMP 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 here to get started add link. Certificate of training is available when finished with each lesson.</p>	Annually or as needed.		

Daily and Monthly Requirements			Due Date
Milk Purchases 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.	Age	Milk Requirement	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 skim (fat free) milk	
Daily Point of Service (POS) 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 Special Milk Program webpage under the Daily Point-of-Service Templates heading (https://dpi.wi.gov/community-nutrition/ns-smp/resources).			Completed daily, review monthly
Milk Record Workbook Use your daily point-of-service counts for children (and adults if applicable, amount of waste, and receipts/invoices of milk purchased to complete your Milk Record Workbook. You can download the Milk Record Workbook on the SMP webpage (https://dpi.wi.gov/community-nutrition/ns-smp/resources).			Completed weekly, monthly
Monthly Reimbursement Claims Submit monthly claim for reimbursement to DPI via Online Services. Claims for reimbursement cannot be submitted during 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 SMP Claim Manual for step-by-step instructions. If you have issues filing a claim contact Jacqueline Jordee, Accountant at jacqueline.jorde@dpi.wi.gov or 608-267-9124.			Completed monthly
Food Safety 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. Template logs can be found on the Special Milk Program webpage (https://dpi.wi.gov/community-nutrition/ns-smp/resources).			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. 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)