

Special Milk Program

USDA's Special Milk Program may be claimed for any students who do not have access to the School Lunch or Breakfast Programs. This would be for "all students" if the SFA is **Special Milk Only**. If Special Milk is claimed at sites that also serve breakfast or lunch, those claims may only be for half-day (split session) students that do not have access to lunch or breakfast. Milk served as a component of the reimbursable NSL and SB is not claimed here. Do not claim milk served in the Wisconsin School Day Milk Program or sold a la carte.

Number of Sites/Schools Participating

Enter the number of schools serving half-day kindergarten/pre-kindergarten SMP milk during the claiming month. The number must be consistent with the information submitted on Schedule A of the current online contract and must only include schools that have programs where students have **no access** to the School Breakfast or the School Lunch Programs.

Total Number of Days Operating

Enter the highest number of days any of the above schools served milk during the claiming month.

Cost Per Half Pint

Enter the school agency's actual cost per half-pint of milk, carried to four decimal places (e.g. \$.2348). **To determine the cost per half-pint**, divide the total dollar cost of all milk purchased during the claiming month by the number of half-pints of milk purchased. This box **must** be completed.

Note: The USDA established reimbursement rate is the maximum amount you will receive per half pint. If the per half-pint cost is less than this rate for milk, your school agency will be reimbursed at the lower amount per half pint.

Free Milk

This box is for schools with a **pricing program who have chosen the free milk option** on the contract. Enter the total number of half-pints or half-pint equivalents of milk served free to students who are approved for free milk. *Under a pricing program with the free milk option, milk is provided free to students from households which meet the family size income criteria, are categorically eligible, or have been matched on a direct certification run, and milk is sold under a separate charge to non-eligible children.*

Paid Milk

Non-pricing programs (those who provide milk free to all students) and **pricing programs without the free milk option**, enter the total number of half-pints of milk served to students (not adults) during the claiming month. **Pricing programs with the free milk option**, enter the number of half-pints of milk served during the month to students who do not qualify for free milk.

- The SMP has no limit on the number of half-pints of milk that can be served to students per day, but documentation of milk served, obtained at the point of service (not dairy invoices) must be available to support the number of milks claimed.
- Schools may not submit the number of half-pints of milk served to adults, including staff, and to non-enrolled children. The half-pints served to adults or non-enrolled students are not reimbursable by USDA.

Entering a SMP Claim

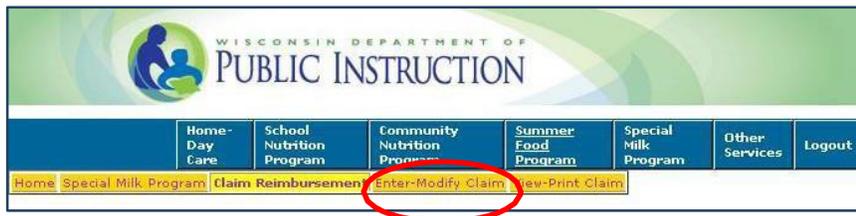
1. Log into Online Services, select *Special Milk Program* from the menu bar.



2. Select *Claim Reimbursement*.



3. Select *Enter-Modify Claim* to enter a new claim for reimbursement or modify the previous month's claim if it has not yet been paid.



4. Enter the month and year for which you are **claiming**. Enter **participation data**. When the claim is completely filled out, click on *Submit*.

The screenshot shows the 'Special Milk Program (SMP) [Participation Monthly Reimbursement Information]' form. The form includes the following fields:

Claim Date:	Month	Year 2017	*Claim Cannot be more than 60 days old
No. of Schools/Sites Participating:			
Total No. of Days Operating:			
Cost Per 1/2 Pint:			[Enter in the format of 0.000 No (\$ sign allowed)]
Free Milk:			*Do NOT use commas while entering numbers.
Paid Milk:			

Below the form is a certification statement: "I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program." Below this is a field for "Preparer Name and Telephone No.:" and a "Submit" button.

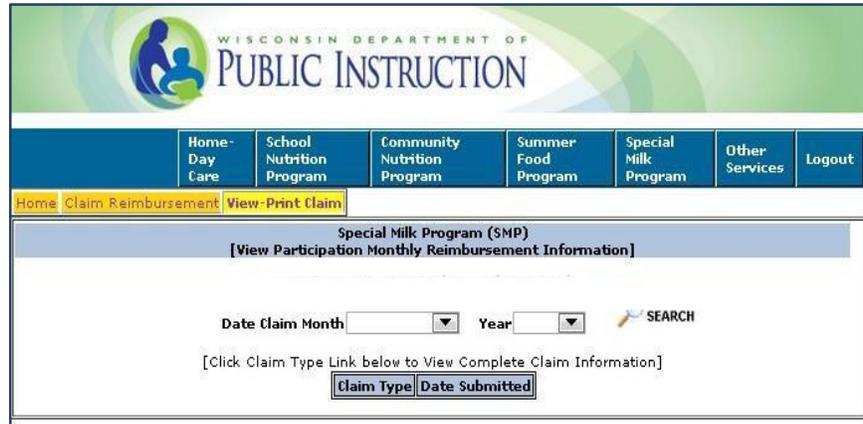
5. SFAs may modify the claim until the time the claim is processed by DPI. After a claim is in Paid status, it CANNOT be modified online. You must submit an amendment via fax or email to the attention of Jacqueline Jordee, fax 608-267-9207; email Jacqueline.jordee@dpi.wi.gov.

View-Print a SMP Claim

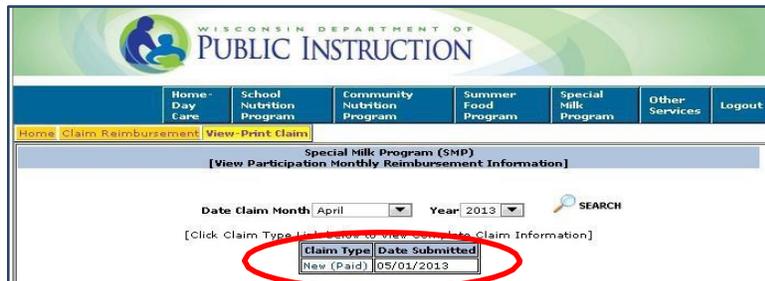
1. Select *View-Print Claim* to view and/or print a claim. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.



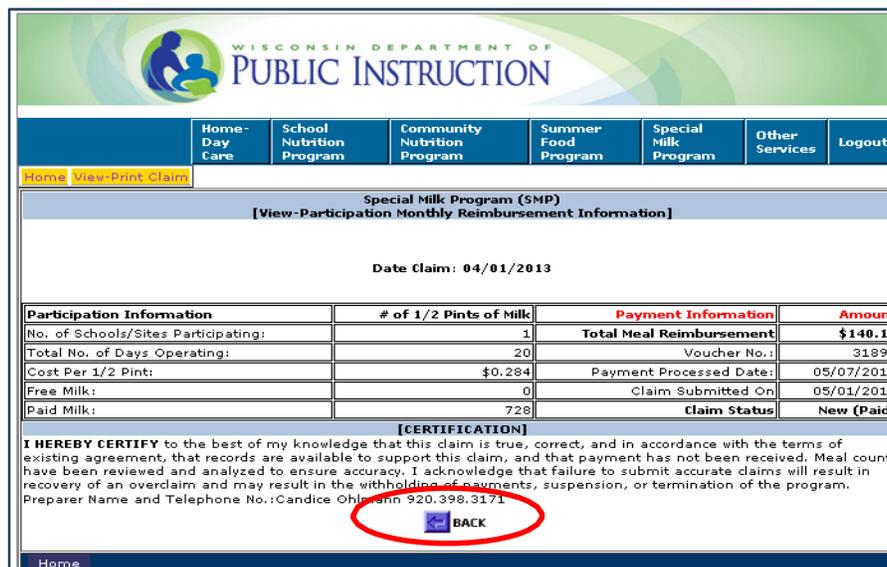
2. Select the date claim month and year from the drop down list box and click *Search*.



3. If a claim is found for the given criteria, it will appear in the box below the *Claim Type*. Click the hyperlink to view the full claim information.



4. This information is not modifiable. You can print the claim by clicking the print button of your browser. If required, use the *Back* button to view more claims.



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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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