

Date: May 18, 2018
To: Authorized Representatives of School Food Authorities (SFAs) Participating Only in the U.S. Department of Agriculture (USDA) Special Milk Program
From: Jessica Sharkus, RDN, CD
 Director, School Nutrition Team (SNT)
Subject: Annual Special Milk Program Online Contract Renewal - **Action Required by June 30, 2018**

Thank you for your continued participation in the federal Special Milk Program (SMP). Each year you are required to update and submit an online contract for participation in the SMP. The [2018-19 School Year \(SY\) SMP Online Contract](http://dpi.wi.gov/school-nutrition/milk-programs/special-milk) can be accessed on our website (<http://dpi.wi.gov/school-nutrition/milk-programs/special-milk>). Click the “SMP Contract and Claims” hyperlink to enter the contract. The [SMP Instruction Manual](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-contract-manual.pdf) for completing the online contract is updated and available on our website (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-contract-manual.pdf>). Please complete the contract and submit by **June 30, 2018**.

Prior to completing your online contract, read through the [Permanent Agreement/Policy Statement](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-permanent-agreement.pdf) for the Special Milk Program (<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-permanent-agreement.pdf>).

Reminder: New milk type requirements went into effect for children ages 1 through 5 years on October 1, 2017, to align the SMP with the updated Child and Adult Care Food Program (CACFP) meal pattern.

Milk Requirements Summary

Age	Milk Requirement
1 year	Unflavored whole milk must be served to one year olds.
2-5 years	Only low-fat or fat-free milk is permitted for children age two years old and older. Flavored milk, including fat free, is not permitted for children two through five years old in a pre-kindergarten setting. Students enrolled in kindergarten that are five years old may follow the National School Lunch Program milk requirements, which allows for fat-free or 1 percent flavored milk.
6 years and older and adult participants	Flavored milk must be fat-free or 1 percent for children six years old and older.

The Department of Public Instruction (DPI) has posted a [CACFP Milk Component handout](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/pre-k-milk-component.pdf) with more information about the new milk requirements (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/pre-k-milk-component.pdf>).

NEW! We will be offering a School Nutrition Skills Development Course (SNSDC) on the SMP program this summer. See the [SNT Training webpage](https://dpi.wi.gov/school-nutrition/training) for more information on dates and locations (<https://dpi.wi.gov/school-nutrition/training>).

USDA recently clarified that schools participating in the SMP are **not** required to have a wellness policy. However, promotion of healthy eating and physical activity is important for wellbeing of students. Wisconsin Team Nutrition has several [wellness policy resources](http://dpi.wi.gov/school-nutrition/wellness-policy) available for schools participating in the school meal programs (<http://dpi.wi.gov/school-nutrition/wellness-policy>). These resources include a toolkit, a wellness policy builder, and wellness policy report card. Please share these resources with the school wellness committee and others interested in maintaining the school's wellness policy.

Program Resources

Our [SMP webpage](http://dpi.wi.gov/school-nutrition/milk-programs/special-milk) also has important information regarding the administration of the SMP including (<http://dpi.wi.gov/school-nutrition/milk-programs/special-milk>):

- Description of the three milk pricing options:
 - Nonpricing Plan
 - Pricing Plan
 - Pricing Plan with Free Milk Option
- Reimbursement Rates
- Pricing Guidelines
- SMP Claim Manual
- SMP Participation Template Forms
- Template Temperature and Cleaning Log for Milk Coolers
- Log for Informal Procurement Procedures-SMP
- [SMP Calendar of Program Requirements](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-only-calendar-of-requirements.pdf) (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smp-only-calendar-of-requirements.pdf>)

Additional Resources for SFAs that operate a Pricing Plan with Free Milk Option:

If your SFA operates a Pricing Plan with Free Milk Option, the 2018-19 [Free Milk Application materials](https://dpi.wi.gov/school-nutrition/milk-programs/special-milk/smp-pricing-free-milk-option) will be posted before July 1 (<https://dpi.wi.gov/school-nutrition/milk-programs/special-milk/smp-pricing-free-milk-option>).

- SMP Free Milk Household Application*
- Income Eligibility Guidelines
- Public Release

*Do not distribute or accept the Free and Reduced-Price Meal Application as a substitute for the Free Milk Application

Milk Substitutions

The Americans with Disabilities Act Amendments Act (ADA) of 2008 made important changes to the meaning of the term "disability". According to the ADA, most physical and mental impairments will constitute a disability. The process of providing milk to students should be as inclusive as possible.

Schools must accommodate **all** requests for milk substitutes that are supported by a signed statement from a licensed health care professional who is authorized in Wisconsin to write prescriptions. Medical doctors or osteopathic physicians (MD or DO), nurse practitioners, physician's assistants, dentists,

optometrists, or podiatrists meet this criteria. SFAs must require a signed medical statement in order to receive reimbursement for milk served that does not meet program requirements to children with disabilities. Cow's milk substitutes such as soy based products or water may not be claimed for reimbursement when there is no signed medical statement.

For students without documentation of a disability but whose family requests a substitution, schools **may, but are not required to**, provide a nutritionally equivalent milk substitute. DPI must approve the nutritionally equivalent milk substitute prior to service.

Additional information and a [Medical Statement for Dietary Needs prototype](#) is posted on SNT's [Special Dietary Needs webpage](#) (<http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>).

Reminders

- The [Special Milk Program Claim Manual](#) is posted with other SMP resources (<https://dpi.wi.gov/school-nutrition/milk-programs/special-milk>). Per instruction, the half pint cost is calculated by dividing monthly milk purchases by number of half pints delivered.
- Annual civil rights requirements include:
 - Annual [Civil Rights training](#) for frontline staff and sign in sheet to document attendance (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/ppt/smp-civil-rights-training.pptx>,
 - Completion of [self-compliance evaluation form \(PI-1456\)](#) (<https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1456.doc>),
 - Post the "And Justice For All" poster where visible to program participants.
- All SFAs participating in the SMP must meet federal procurement (purchasing) requirements by documenting efforts to maximize open and free competition. For more information, including templates and procurement training can be found on the [SMP webpage](#) under the Procurement section (<https://dpi.wi.gov/school-nutrition/milk-programs/special-milk>).

If you have questions concerning the SMP contract or regulations, please contact any of the Nutrition Program Consultants listed below. Thank you for your continued interest in supporting Wisconsin's students.

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