**household letter for special milk programs**

[**Note to SFA: Review and delete this paragraph before sending to parent. If SFA participates in other federal meal programs, including the National School Lunch Program (NSLP) and School Breakfast Program (SBP), only half-day pre-kindergarten and kindergarten students without access to breakfast and/or lunch are eligible to be claimed. If SFA does not participate in these federal meal programs, all students from grades pre-kindergarten through 12 are eligible to be claimed.]**

Dear Parent/Guardian:

**[Name of School/School District]** offers the federal Special Milk Program in **[list grades]**. This program is offered as **[Select program participation box and delete other two options]:**

|  |
| --- |
| * **Nonpricing Plan** (no student is charged for milk) |

|  |
| --- |
| * **Pricing Plan** (all students are charged for milk)   The cost of milk for students is:  $\_\_\_ per 8 fluid ounce milk carton (half pint), or  $\_\_\_ for the semester/quarter/year  **[Note to SFA: Consider and delete this paragraph before sending to parent. Include in this section any information for payment processing, such as the due date of payment and to whom or the method of repayment to households for excess milk funds, if applicable.]** |

|  |
| --- |
| * **Pricing Plan with Free Milk Option** (students are charged for milk, but applications are distributed to offer milk free to qualifying students)   The cost of milk for students is:  $\_\_\_ per 8 fluid ounce milk carton (half pint), or  $\_\_\_ for the semester/quarter/year  Your child(ren) may qualify for free milk. The SMP Application Packet includes an application for free milk benefits and a set of detailed instructions.  **[Note to SFA: Review and delete this paragraph before sending to parent. If your SFA does not participate in other federal meal programs, distribute the complete SMP Application Packet for the current school year found on the Wisconsin DPI** [**SMP web page**](http://dpi.wi.gov/school-nutrition/milk-programs/special-milk)**. Additionally, in this section, consider including any information for payment processing, such as the due date of payment and to whom.**  **If your SFA participates in other federal meal programs such as the NSLP and SBP and the SMP is only available to half-day pre-kindergarten and kindergarten students, students can qualify for free milk through the SMP Application Packet or if the SMP student’s household submits a NSLP Free and Reduced Price Meal Application for any other household members with access to NSLP and SBP. Additionally, in this section, consider including any description for payment processing, such as the due date of payment and to whom or the method of repayment to households for excess milk funds, if applicable.]** |

If you have questions, contact **[name, phone number and email]**.

Sincerely,

**[signature]**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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](http://mailto:program.intake@usda.gov/)

This institution is an equal opportunity provider.