WISCONSIN SCHOOL NUTRITION
IN A NUTSHELL

The Special Milk Program (SMP): Non-Pricing Option

# Program Overview

## Milk Count

* All children are provided milk without charge, or milk is included in tuition or private donation.
* All milk is claimed in the paid category
* SFAs must record the total number of half-pint equivalents (8 fl oz) of milk served at the point of service (POS).
	+ There is no requirement to track milks served by student names.

## Recordkeeping and Reporting

* Electronic or paper copy of most current SMP permanent agreement/policy statement is on file.
* Online contract changes are completed throughout the year as they occur.
* Records for the Special Milk Program (SMP) must be kept for three years plus the current school year.
	+ Milk/milk substitute receipts
	+ Billing statements
	+ Invoices that show amount of milk delivered each month, milk types delivered, and total cost of monthly milk purchases
	+ Daily point of service count of milk/milk substitute served to students for monthly claims.
* Monthly reimbursement claims are based on point of service (POS) counts obtained when the student received the milk.
* Monthly claims do not include adult milks, milk used for classroom projects or cooking, outdated/wasted milk, or milk served to non-students.
* Record of income, expenses, and net cash balance for each school year.

## Financial Management

* Milk program revenue is used only for purposes related to the program.
* Milk/milk substitutes purchases are the only expense paid with SMP funds.
* All SMP expenses are supported and prorated if applicable
	+ Receipts
	+ Invoices
	+ Payroll records
	+ Time study for labor when staff person has other job functions
	+ Statement from utility company
* Visit the [Financial Management Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/financial-management) for the current reimbursement rate

## Purchasing

* SFA documents efforts made to maximize open and free competition for milk and other SMP purchases
* If competition is limited and less than two bids or proposals were received, SFA must retain documentation of reasons for limited competition.
* SFA has a process to ensure products match those specified in the procurement documentation and the pricing in the awarded contract is reflected on invoices paid by the SFA.
* Milk coolers and other purchased equipment that is used by other organizations are purchased based on a pro-rated basis for the time the item is utilized by the SMP.
* For more information, visit the [Procurement Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/procurement?rdt=).

## Milk Selection(s)

* Milk types are limited to different types for students at different age levels.
	+ **1 year old:** Unflavored whole milk must be served.
	+ **2-5 years old (not yet in kindergarten):** Unflavored low-fat (1%) milk or fat-free (skim) milk is allowed.
	+ **6 years old and older:** Flavored or unflavored fat-free (skim) or low-fat (1%) milk is allowed.
* Milk variety is not required in the SMP.

## Food Safety

* Pasteurized fluid milk which meets state and local standards (grade A in Wisconsin) is purchased.
* Milk is delivered in a refrigerated truck and held at 45oF or less.
	+ Milk is cooled to 41oF within 4 hours.
* Proper storage and refrigeration are maintained to keep milk within a temperature range of **35oF to 41oF.**
* Temperature logs are completed daily and kept for a minimum of 6 months.
* Accurate thermometers are used and re-calibrated or replaced as needed.
* Proper cleaning of milk refrigeration is completed regularly.
* For more information see the [Food Safety Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/food-safety)

## Civil Rights

* The USDA non-discrimination statement is included on all SMP related information going out to households,
* The “And Justice for All” poster is displayed in a prominent place visible (and readable) to program participants where milk/milk substitutes are served.
* SFA provides annual Civil Rights training for front-line staff/volunteers and maintains appropriate documentation.
* SFA completes the [SMP-Only Civil Rights Self Compliance Form (PI-1456)](https://dpi.wi.gov/sites/default/files/imce/forms/doc/f1456.doc) annually by October 31.
* See the [Civil Rights Webpage](https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights) for the current non-discrimination statement and annual training.

## Special Dietary Needs

* Appropriate accommodations are made for milk substitution requests supported by a signed medical statement from a licensed health care professional.
	+ In Wisconsin, a health care professional is anyone authorized to write medical prescriptions under state law and includes physicians, dentists, ophthalmologists, physician’s assistants, nurse practitioners, and podiatrists
	+ A medical statement template and additional information is posted on the [Special Dietary Needs Webpage.](https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs) The statement must be kept on file at the SFA.
* Milk substitutes provided for students without a signed medical statement is at the discretion of the SFA.
	+ Nondairy beverages with the same nutritional profile as cow’s milk must be given.
	+ Prior DPI approval is required to claim milk substitutes not supported by medical statements for reimbursement.