

SPECIAL MILK PROGRAMS

The Special Milk Program is a federally funded program that provides reimbursement for milk served by schools, camps, and child care institutions that have no other federal Child Nutrition Program.

I. PROGRAM OBJECTIVE

To encourage the consumption of fluid milk by students in order to foster good health and academic achievement.

II. ELIGIBILITY CRITERIA

- All public schools, nonprofit private schools of high school grade or under; public or non-profit residential child care institutions; and eligible camps may sponsor a special milk program which may begin at any time during the year.
- The Special Milk Program may not be operated in a school or institution which is also participating in the National School Lunch Program or School Breakfast Program.

PROGRAM OPTIONS

- **Paid Milk Only (PMO)**
The Local Education Agency (LEA) is reimbursed at the paid rate for all milk served to students.
- **Free and Paid Milk (FPM)**
The Local Education Agency (LEA) is reimbursed at the free and paid rate for all the milk served to students.

LEAs may participate in the Split Session Milk Program (SSMP). The SSMP Program allows for the serving of milk to students enrolled in the Split Session Kindergarten or Preschool Programs where they do not have access to the National School Lunch Program.

III. PARTICIPATION REQUIREMENTS

- Annually, the LEAs will electronically submit an agreement with the Bureau of Child Nutrition Programs, New Jersey State Department of Agriculture.
- The program must be operated on a nonprofit basis solely for the benefit of all students within the school.

- The price charged to paying students is established by the LEA, but must be within the maximum price established by the Bureau of Child Nutrition Programs.
- Household income applications are required for the Free and Paid Milk Program (FPM).
- LEAs must adhere to the New Jersey School Nutrition Policy.

IV. **REIMBURSEMENT**

- Reimbursement is claimed based on the number of ½ pints of milk actually served to students.
- The paid rate of reimbursement is established yearly by the United States Department of Agriculture (USDA). The free rate of reimbursement is the average cost per half pint based on the individual LEA's cost.

V. **RECORDKEEPING**

- A reimbursement voucher is electronically filed monthly in the SNEARS system with the Bureau of Child Nutrition Programs, New Jersey State Department of Agriculture.
- The required statistical and financial records supporting all reimbursement vouchers must be kept on file for a period of three years following the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of issues raised by the audit.
- All records must be available at any time for review and/or audit by the Bureau of Child Nutrition Programs, New Jersey State Department of Agriculture and the USDA.

Further information on the Special Milk Programs or any other Child Nutrition Program may be obtained from:

New Jersey Department of Agriculture
Division of Food and Nutrition
Bureau of Child Nutrition
P.O. Box 334
Trenton, NJ 08625-0334
Telephone: (609) 984-0692
Fax: (609) 984-0878
Website: <http://www.nj.gov/agriculture>

In accordance with federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, and disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.