

GUIDANCE FOR THE SUMMER MILK PROGRAMS

The Summer Milk Program is a federally funded program that provides reimbursement for milk served by camps that do not participate in any other federal Child Nutrition Program. The primary purpose of this program is to encourage the consumption of fluid milk by students in order to foster good health and academic achievement.

MILK REQUIREMENTS: Only the following varieties of milk may be served:

- Low fat (1%) white or flavored milk OR
- Fat free white or flavored milk

PROGRAM REQUIREMENTS

- The camp is reimbursed at the paid rate for all the milk served to students.
- The paid rate of reimbursement is established yearly by the United States Department of Agriculture (USDA).
- Household income applications are not required.
- Camps must document daily the number of ½ pints of milk served to students.
- Camps must report monthly the number of ½ pints of milk served to students, the total of ½ pints of milk purchased, the cost of milk purchased, and the number of ½ pints of milk leftover at the end of the month.

ACCOUNTABILITY REQUIREMENTS

- Daily Milk Inventory method is used. (Form #5 is required)
- A count of milk served to students and milk sold to adults or used for food preparation/coffee service (misc.) must be recorded. (Milk used in coffee service, food preparation or sold to adults may not be claimed for reimbursement).
- Consolidate the number of milks delivered and served to students on the daily milk inventory sheet (Form #5) and report those numbers in SNEARS.
- The ending inventory on the last day of service is the carry over for the next month and is reported in SNEARS.
- Report this data in the online reimbursement system (SNEARS).

RECORDKEEPING AND CLAIMING REQUIREMENTS

- Maintain a separate bank or ledger book to account for all revenues (i.e., reimbursement, cash payment from the children and adults).
- Only the camp can receive the reimbursement from the State agency.
- Students' payments must remain in the camp account.
- Any remaining funds left after covering the cost of the milk must remain with the camp to be used to support the milk program.
- Maintain records to support the number of milks purchased the cost of the milk and the number of milks served. (Form #5, PMO)
- Income received from milk reimbursement must only be used for the Milk Program.
- All supporting documents must be kept on file for a period of three years after the end of the fiscal year to which it pertains, except if audit findings have not been resolved.
- Camps are subject to periodic administrative reviews.

MILK HANDLING/SAFETY REQUIREMENTS

- Milk should always be kept at a temperature no greater than 41° during the transport, storage and service.
- Milk deliveries should be made when there is a responsible person available at the school who can check the temperature of the incoming milk and its shelf expiration date.
- Milk should be placed in a refrigeration unit as soon as it is received.
- All refrigeration units should have a thermometer and it should be monitored regularly.
- Do not overload the milk cooler to allow for proper air circulation.
- Monitor the temperature daily.

CIVIL RIGHTS REQUIREMENTS

- The “And Justice for All” Civil Rights poster must be displayed in a prominent location.

***All forms referenced can be assessed at: <https://www.nj.gov/agriculture/applic/forms/>