

GUIDANCE FOR THE SPECIAL MILK PROGRAMS

The Special Milk Program (SMP) 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. Exception: A Local Education Agency (LEA) who is operating the National School Lunch Program may also participate in the Split Session Milk Program (SSMP). The primary purpose of these programs is to encourage the consumption of fluid milk by students.

There are three program options from which LEAs may choose:

Paid Milk Only (PMO)

- The LEA 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).
- Students pay for milk at a rate that has been determined by the LEA, but must be within the maximum price established by the Division of Food and Nutrition.
- Household income applications are not required.
- LEAs must document daily the number of ½ pints of milk served to students.(Form #5)
- LEAs 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. (Form #5)

Free and Paid Milk (FPM)

- The LEA is reimbursed at the free and paid rate for all the milk served to students.
- The paid rate of reimbursement is established yearly by the USDA. The free rate of reimbursement is the average cost per half pint of milk based on the individual LEA's cost.
- Household income applications are collected and approved for free benefits or students are directly certified to qualify for free milk.
- Students who qualify for free milk are not charged for the milk.
- Students who do not qualify for free milk are charged for the milk at a rate which has been determined by the LEA, but must be within the maximum price established by the Division of Food and Nutrition.
- LEAs must document daily the number of free and paid ½ pints of milks served to students. (Form #6)
- LEAs must report monthly the number of free and paid 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.(Form #6)

Split Session Milk Program (SSMP)

- A program which provides milk service to kindergarten and preschool students who do not have access to the lunch program.
- LEAs can participate in either Paid Milk Only (PMO) or Free and Paid Milk (FPM).
- The method of accountability depends on the option selected.

ACCOUNTABILITY REQUIREMENTS

Paid Milk Only (PMO):

- 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 School Nutrition Electronic Application and Reimbursement System (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).

Free and Paid Milk (FPM):

- The LEA may use the direct certification process (D/C) to determine free milk eligibility. Information on the D/C process can be accessed in the SNEARS system.
- Distribute the household application to all enrolled students.
- Check the application for completeness using Eligibility Guidance for School Meals (Form #63).
- Determine the eligibility of the application using the Income Eligibility Guidelines (Form #127).
- Students are only eligible for free or paid milk. There is no reduced priced milk category; therefore, a reduced priced eligible application must be recorded as paid eligible.
- Develop a Master Eligibility List (MEL) (Form #128.)
- Determine a method of accountability for the free and paid milk, which does not overtly identify the eligibility of the student. Select from: a coded roster/ticket/token or a computerized point of sale system.
- Daily Milk Inventory Form #6 is required.
- A daily count of free and paid 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 the free and paid milks served to students on the daily milk inventory sheet (Form #6) 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 on 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).
- LEAs contracting with a Food Service Management Company (FSMC) or any other organization, Parent Teacher Organization (PTO), must keep a separate accounting of the milk funds.
- Only the LEA can receive the reimbursement from the State agency, not the FSMC or the PTO.
- Students' payments must remain in the LEA's account.
- If the FSMC or the PTO purchases the milk for the LEA, the LEA must reimburse the FSMC or the PTO only for the purchase price of the milk, as evidenced by the milk invoices.
- When the FSMC or the PTO provides a lunch following the meal pattern, the price of the meal should exclude the cost of the milk or the milk should be sold solely as ala carte.
- Any remaining funds left after covering the cost of the milk must remain with the LEA, not the FSMC or the PTO, to be used to support the milk program.
- Maintain records to support the number of milks purchased and the cost of the milk. (Form #5, PMO, Form #6, FPM).
- Maintain records to support the number of milks served (Form #5, PMO, Form #6, FPM).
- 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.
- LEAs are subject to periodic administrative reviews.

MILK HANDLING/SAFETY AND BIO SECURITY 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.
- A completed bio security plan must be implemented and available. A copy of a Bio Security Plan may be accessed at www.nj.gov/agriculture/applic/forms/#6

CIVIL RIGHTS REQUIREMENTS

- Civil Rights Compliance (Form #86) must be completed on a school by school basis for those LEAs on the FPM.
- Civil Rights data must be collected and available for review for those LEAs on the PMO.
- The “And Justice For All “civil rights poster must be displayed in a prominent location. A copy of the poster may be accessed at www.fns.gov/cr

SCHOOL NUTRITION POLICY REQUIREMENTS

- All schools must adopt the New Jersey School Nutrition Policy.
- As required by USDA all LEAs must assess the success of the wellness/nutrition policy. The Wellness Policy Evaluation Checklist (Form #357) is a tool to assist in the evaluation of the schools wellness/nutrition policy.
- LEAs must select and follow one of the following options from the SNEARS system:
 - Option 1: If the SMP school also offers meals to the students, the lunch (and breakfast, if applicable) menus must meet the USDA meal pattern for the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP). Copies of at least two weeks menus must be mailed to the Division of Food and Nutrition for approval.
 - Option 2: All food and beverage items being offered to students comply with all the standards of the New Jersey School Nutrition Policy. A copy of The New Jersey School Nutrition Policy may be accessed at www.nj.gov/agriculture/applic/forms#6
 - Option 3: No food or beverage items, other than milk, are offered to the students.

***** All forms referenced can be found at www.nj.gov/agriculture/applic/forms/#6**