

Special Milk Program Instructions for Claim Edit Checks & Average Cost of Milk: Non-Pricing Programs

October Claim for Reimbursement

Step 1 – Revise the October claim for reimbursement.

View	Edit	Delete	Errors	Revise	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
			⊖	⊕	December 2016	Unified Site	1	0	\$335.75			1
			⊖	⊕	November 2016	Unified Site	1	0	\$572.75			1
			⊖	⊕	October 2016	Unified Site	1	0	\$493.75			1

Step 2 – Enter the number of Eligible Students in the Paid Eligible Box.

This is the number of enrolled students eligible to participate in the Special Milk Program/school enrollment on the last operating day in October.

Step 3 – Enter the average cost of milk.

Total the cost of milk purchased from your vendor during the claim period and divide by the number of half pints purchased from the vendor during the claim period. Complete your calculation to the fourth decimal point using standard rounding procedures.

<i>Example:</i>	
Total cost of milk purchased October 1 – 31 = \$1,234.00	Total number of half pints purchased October 1 – 31 = 6,500
$\frac{\$1234.00}{6,500} = .1898461$ or .1898 (rounded to 4 decimal places)	

Step 4 – Select “Preview Errors”.

This is an important step and determines if your claim can be paid. If there are errors, you will need to correct the errors to receive your reimbursement payment.

October 2016 Building Data

Free-Eligible	
Paid-Eligible	
Total	

Operating Days:

Total

Average Cost Per 1/2 Pint:	\$ 0.0000 ?
----------------------------	-------------

Served Milk Counts:

Paid 1/2 Pints:

Average cost of milk = The total cost of all milk purchased during the claim period divided by the total number of purchased half pints

By submitting this claim, I certify to the best of my knowledge and belief that the claim is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. 2 CFR 200.415.

I have read the instructions for filing the claim and am aware that if the claim is not submitted by the specified claim deadlines the claim may not be paid.

Step 4 **Preview Errors** [Proceed to Calculation Summary >>](#)

[Recalculate All Claims](#) [Close](#)

Special Milk Program Instructions for Claim Edit Checks & Average Cost of Milk: Non-Pricing Programs

Step 5 – Correct errors as needed.

First, make sure your entry of served milk counts was entered correctly. If entered correctly, determine if your school enrollment was higher on another school day in October. If so, click “add highest daily count” and enter the enrollment on the day with the highest number of milk served. Select “Preview Errors” to ensure the error has been corrected.

October 2016 Building Data ?	
Free-Eligible	--
Paid-Eligible	10
Total	10
Add Highest Daily Count	
Total	
Operating Days:	18
Served Milk Counts Paid (2,500) cannot exceed Paid Eligible Count X Operating Days X 200% (360). Verify/Adjust Paid Served Milk Counts or add Highest Daily Count.	
Total	
Average Cost Per ½ Pint:	\$ 0.1898 ?
Paid ½ Pints	
Served Milk Counts:	2500
By submitting this claim, I certify to the best of my knowledge and belief that the claim is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. 2 CFR 200.415. I have read the instructions for filing the claim and am aware that if the claim is not submitted by the specified claim deadlines the claim may not be paid.	
<div style="display: flex; justify-content: space-between; align-items: center;"> (0) History Preview Errors Proceed to Calculation Summary >> </div>	
<div style="display: flex; justify-content: center; gap: 10px;"> Recalculate All Claims Close </div>	

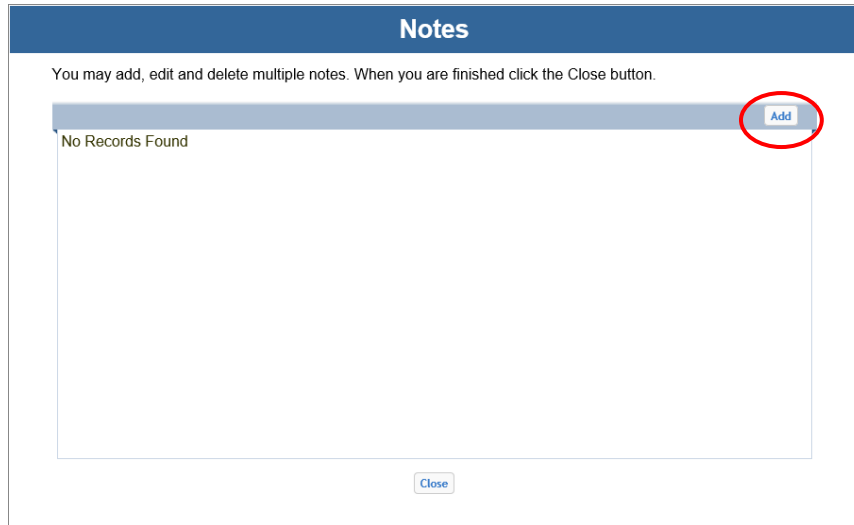
November – February Claims for Reimbursement

Special Milk Program sponsors will be required to revise the November – February claims for reimbursement to enter the average cost of milk. After these revisions, select “Preview Errors”. If you have errors related to the number of milk claimed and school enrollment, the errors will need to be corrected. The steps to correct the errors will be different. To correct the errors, select the notepad icon in the bottom left hand corner of the claim.

October 2016 Building Data	
Free-Eligible	0
Paid-Eligible	10
Total	10
Total	
Operating Days:	18
Served Milk Counts Paid (2,900) cannot exceed Paid Eligible Count X Operating Days X 200% (360). Verify/Adjust Paid Served Milk Counts.	
Total	
Average Cost Per ½ Pint:	\$ 0.1898 ?
Paid ½ Pints	
Served Milk Counts:	2900
By submitting this claim, I certify to the best of my knowledge and belief that the claim is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. 2 CFR 200.415. I have read the instructions for filing the claim and am aware that if the claim is not submitted by the specified claim deadlines the claim may not be paid.	
<div style="display: flex; justify-content: space-between; align-items: center;"> (0) History Preview Errors Proceed to Calculation Summary >> </div>	

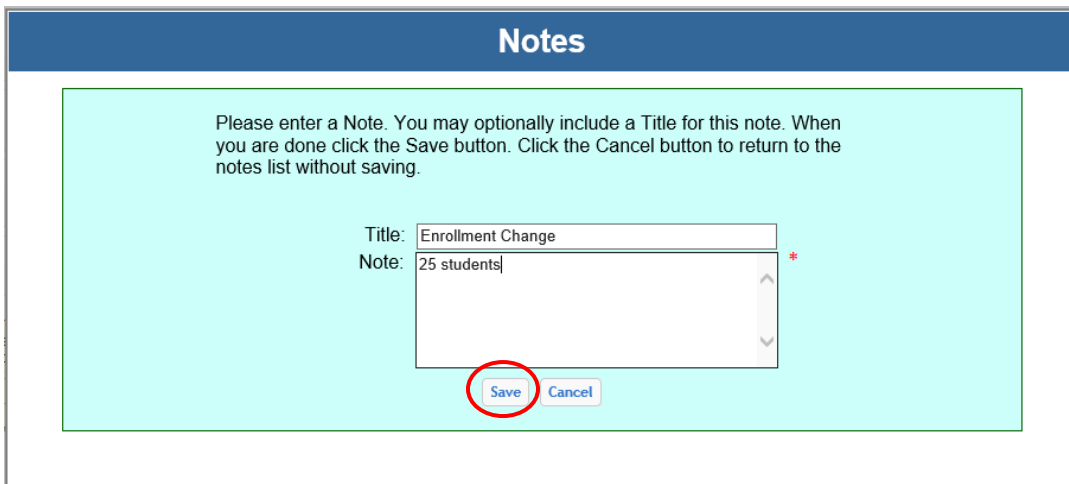
Special Milk Program Instructions for Claim Edit Checks & Average Cost of Milk: Non-Pricing Programs

Add a note:



The screenshot shows a window titled "Notes" with a blue header. Below the header, there is a message: "You may add, edit and delete multiple notes. When you are finished click the Close button." Below this message is a large white area containing the text "No Records Found". In the top right corner of this area, there is a small blue button labeled "Add", which is circled in red. At the bottom center of the window, there is a "Close" button.

Enter the enrollment on the day the highest number of milk was served. Click save.



The screenshot shows a window titled "Notes" with a blue header. Below the header, there is a message: "Please enter a Note. You may optionally include a Title for this note. When you are done click the Save button. Click the Cancel button to return to the notes list without saving." Below this message is a form with two input fields: "Title: Enrollment Change" and "Note: 25 students". The "Note" field has a red asterisk to its right. Below the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.