

OSPI CNS Special Milk Program Reference Sheet

Special Milk Program Requirements

✓ Application Renewal

LEAs participating in the Special Milk Program (SMP) must complete and return an application packet.

Due: Annually by September 1 for Public and Private Schools, Child Care Institutions
Annually by June 8 for Summer Camps

Tools: [Special Milk Program Bulletins](#)

Sign up for [School Meals Communications and Updates](#)

✓ Buy American Provision

LEAs participating in the SMP must purchase domestic commodities and products to the maximum extent practicable. Periodic reviews of stock on hand must be conducted to ensure compliance with the Buy American Provision.

Due: Ongoing

Tools: [Buy American Provision Reference Sheet](#)

✓ Civil Rights

LEAs must administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery. A Civil Rights Complaint Procedure and Log specific to the USDA Child Nutrition Programs must be maintained. Any staff, including supervisory staff, interacting with program applicants or participants must receive training.

Due: Ongoing with training completed annually

Tools: [Civil Rights Reference Sheet](#)

Civil Rights Training – Access through the [School Meal Programs Canvas Course](#)

✓ Claims for Reimbursement

LEAs must submit milk counts of students participating in the Special Milk Program to claim applicable State and Federal reimbursements. Claim data is entered in WINS.

Due: Monthly during program operations

Tools: [Claims Reference Sheet](#)



✓ **Food Safety Program**

LEAs must have a School Food Safety Program based on HACCP principles that addresses food safety in all aspects of preparation and service. The sample Standard Operating Procedures (SOPs) below are examples of procedures that may be included. Procedures should be modified to fit the specific program operations and sites.

Due: Ongoing

Tools: [School Food Safety Program Reference Sheet](#)

Sample SOPs:

- [Receiving Deliveries](#)
- [Approved Food Source](#)
- [Vomit and Diarrhea Clean-up Plan](#)
- [Communicating Norovirus Prevention Methods](#)
- [Corrective Action examples](#)
- [Handling a Food Recall](#)
- [Receiving Log.pdf](#)
- [SMP Standard Operating Procedures](#)
- [Use of Insulated Milk Bags](#)
- [Using and Calibrating Thermometers](#)
- [Thermometer Calibration Log](#)
- [Storing and Using Poisonous or Toxic Chemicals](#)

✓ **Milk & Milk Substitutes**

Fluid milk must be pasteurized and have vitamins A and D at levels specified by the Food and Drug Administration (FDA). There is no requirement that a variety of milk be offered. Milk sold to adults, as a la carte, or used in meal prep cannot be claimed for reimbursement. LEAs must inform OSPI Child Nutrition if they plan to provide a milk substitute other than for children with a documented medical need. The following milk types per age/grade group are allowable:

- 1 year old: Unflavored whole milk
- 2-5 years old (not yet in kindergarten): Unflavored low-fat (1%) or fat-free (skim) milk
- 6 years old and older: Flavored or unflavored fat-free (skim) or low-fat (1%) milk

Due: As needed

Tools: [Milk & Milk Substitutes Reference Sheet](#)

[Approved Milk Substitutes Handout](#)

[Milk Substitute Notification Form](#)

✓ **October Building Data**

LEAs must report the number of children eligible for free, reduced-price, and paid milk with access to the School Meal Programs as of the last operating day in October. Data is reported by site in WINS on the October claim for reimbursement.

Due: Annually by December 30

Tools: [October Building Data Reference Sheet](#)

✓ **Point of Service (POS) Meal Counting**

LEAs must obtain daily counts of half-pints of milk (or half-pint equivalents) served to children at the POS for each site. The POS is defined as the point in the operation where it can be accurately determined by an adult that a reimbursable milk has been served to an eligible child. All LEAs participating in SMP must implement procedures to disallow milk served to adults when submitting the monthly reimbursement claim.

LEAs operating a Pricing Program with Free Milk Option must obtain daily counts by individual students at the POS to document the number of half-pints served to students by eligibility category (free or paid). The POS system (i.e., manual roster or electronic system) used for SFAs with this option must protect the identity of students who qualify for free milk.

LEAs operating a Non-Pricing Program, or Pricing Program with No Free Milk Option may obtain a daily count at the POS for all milk served to students. Operators may use daily count sheets or count the number half-pints distributed to students in the classroom at the point of service and record this count on a calendar.

Due: Daily during program operations

Tools: [Track by Student Name](#)
[Track Daily Totals by Date](#)
[Track Daily Totals by Pints or Gallons](#)

✓ **Pricing**

LEAs operating Pricing Programs must use the reimbursement payments received to reduce the price of milk to children. These operators may use the milk price calculation form to determine the price of milk charged to students.

Due: Annually

Tools: [Milk Price Calculation Form](#)

✓ **Procurement**

LEAs using Federal funds must follow federal, state, and local procurement guidelines. Procurement is the process of purchasing of goods and services, which involves planning, drafting specifications, bid advertisement, and awarding and managing the contract.

Due: Ongoing

Tools: [Procurement Reference Sheet](#)
[Child Nutrition Services Procurement](#)

✓ **Public Release**

Regulations require sponsors to notify the public when the SMP is available. OSPI provides a public release to the media that meets this regulation. However, LEAs are encouraged to provide a public release to local organizations that provide assistance to low-income families such as food banks, Women, Infants, and Children (WIC) clinics, post offices, and employment

security offices. If operating a Pricing Program with a Free Milk Option, LEAs should include the Household Application for Free Milk forms with their public release.

Due: Annually

Tools: [Sample Public Release](#)

✓ **Record Retention**

Child Nutrition Program records must be retained for a minimum of three years plus the current year or until the resolution of an audit. Public school districts must also maintain records according to the records retention schedule provided by the Office of Secretary of State.

Due: Ongoing

Tools: [Record Retention Schedule – Public School Districts](#)

✓ **Special Dietary Needs**

LEAs must make reasonable modifications to meal(s) on a case-by-case basis to accommodate disabilities which restrict a child's diet. Requests for meal modification must be signed by a State-recognized medical authority.

Due: Ongoing

Tools: [Special Dietary Needs Reference Sheet](#)
[Request for Special Dietary Accommodations](#)

If Applicable:

✓ **Direct Certification**

If operating a Pricing Program with Free Milk Option, LEAs must conduct direct certification and certify categorically eligible children for free milk.

Due: RCW 28A.235 and RCW 28A.300 require direct certification to be conducted monthly.

Tools: [Direct Certification Reference Sheet](#)
[Direct Certification-Medicaid Reference Sheet](#)
[Direct Certification System User's Manual](#)

✓ **Free & Reduced-Price Milk Applications**

If operating a Pricing Program with Free Milk Option, LEAs participating in the SMP must make free milk available to eligible students. Information letters and application materials must be distributed annually before the beginning of the school year in a language that can be understood by the household. *Note for LEAs that only operate SMP and no other CNS programs, verification is not required.

Due: Ongoing with information distributed at the beginning of each school year and when households transfer in throughout the school year

Tools: [Free & Reduced-Price Applications – Processing & Approving Reference Sheet](#)
[Free & Reduced-Price Applications – Parts Reference Sheet](#)
[Meal Applications & Verification* Information](#)

Acronym Reference

- CNS – Child Nutrition Services
- HACCP – Hazard Analysis Critical Control Point
- LEA – Local Education Agency
- OSPI – Office of Superintendent of Public Instruction
- RCW – Revised Code of Washington
- SMP – Special Milk Program
- USDA – United States Department of Agriculture
- WINS – Washington Integrated Nutrition System