

On-Site Question				
2001	If the SFA is operating a pricing program , does the purchase price of milk on the most recent claim for reimbursement match the purchase price reflected on invoices? Are reimbursements being used to reduce students' payments?	YES	NO	N/A
<p>Tips: A pricing program is utilized when the milk is sold to students. This includes any such program in which maximum use is made of program reimbursement in order to lower or reduce the price of each half pint of milk to "zero" whenever possible. Utilize the Milk Price Calculation Form to determine the appropriate amount to charge students. This will take in consideration, the paid rate, fees, minus the reimbursement amount. In no event shall the reimbursement for each half-pint of milk served to children exceed the cost of milk to the school.</p> <p>When submitting a claim for reimbursement, each SFA shall certify that the claim is true, that records are available to support the claim (invoices, etc.) and that the claim is in accordance with the existing agreement.</p> <p>If operating the <i>Pricing with Free</i> option, ensure eligibility documentation is accurately transferred to the roster/POS to ensure those who are eligible, receive free milk (no free milk for reduced eligible).</p>				
2002	Do the daily milk count records support the most recent claim for reimbursement? If NO, explain and indicate if the problem was non-systemic or systemic. Record the milk counts claimed for reimbursement for the review period and day of review (if on-site review is conducted) on S-1, line 25.	YES	NO	
<p>Tips: Maintain documentation to support the number of milks claimed for reimbursement. Utilize the daily milk count form, milk inventory form, or an electronic system to keep record. In submitting a claim for reimbursement, the SFA shall certify that the claim is correct, that records are available to support the claim and that the claim is in accordance with the existing agreement by the established due date for the monthly reimbursement claim.</p>				
2003	Do the milk service counting procedures yield accurate milk counts? If NO, explain and indicate if the problem was non-systemic or systemic. Record differences on S-1, line 25.	YES	NO	
<p>Tips: Ensure milk is accurately counted and recorded at the point of sale. The milk counts by category (pricing with free only) do not vary unreasonably in comparison to the previous five days of the day of review.</p>				

2004	Does the SFA properly retain all Special Milk Program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits? If NO, explain.	YES	NO
<p>Tips: All appropriate program records must be kept on file for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits. Certification documentation for the state of Colorado must be kept for five years after the date of certification or until audited.</p>			
On-Site Observation Only		[] N/A	
2005	Does the school count milk at the point-of-service? If NO, explain. Record ineligible milks claimed for reimbursement on S-1, line 25.	YES	NO
<p>Tips: Milk counts should be taken at the point-of-service. Ensure milk counts are recorded correctly and/or a milk inventory form filled out daily. All students must be accounted for at the point of service if the SMP is to be counted for reimbursement. Student SMP participation must be counted and recorded daily.</p>			
2006	a. Are milk counts for the previous five days reasonable compared to the milk count for the day of review? b. If NO, obtain the school's explanation and record in the Comments section. c. Does the explanation describe an acceptable meal count system? d. If NO, explain. Record ineligible milks claimed for reimbursement on S-1, line 25.	YES	NO
<p>Tips: Procedures shall be in place to ensure milk counts are taken daily, at the POS, and are accurate. If milk counts are not comparable, further explanation may be required, such as: snow day, field day, testing, sports, field trip etc.</p> <p>Milk must be: Fat-Free (skim) flavored, Fat-Free (skim) unflavored/flavored Low-fat (1%).</p>			
2007	Did the SMP service follow HACCP principles and applicable sanitation and health standards? If NO, explain.	YES	NO

**SPECIAL MILK PROGRAM
ADMINISTRATIVE REVIEW INSTRUCTIONS**

Tips: The SFA must be in compliance with Federal, State, and local food safety laws and regulations while complying with their local food safety plan and HACCP principles. Temperature logs must be maintained for all food storage areas and taken of milk when received, served, and stored.

Ensure proper food safety procedures are in place and followed.

This institution is an equal opportunity provider.