



Special Milk Program (SMP) Self-Review Form

Sponsor Name:	
Date of Review:	
Name and Title of Personnel Conducting Review:	

Program Implementation	
Is only fat-free or low-fat milk being offered?	
Are all eligible children able to participate in the SMP?	
Are milks being counted accurately at each service time?	
Is staff training documented?	
Civil Rights	
Is there any separation by race, age, sex, disability, color, or national origin?	
Is the USDA "And Justice for All" poster displayed in a prominent location?	
Health and Sanitation	
Does the SMP service follow applicable sanitation and health standards?	
Is milk maintained at proper temperatures?	
Has the local health department visited the site? If yes, note any findings. If no, is documentation available to show request for inspection?	
Site Record Keeping	
Does documentation provided, support monthly claims for reimbursement?	
Are the following documents maintained on file at the sponsoring organization?	
<ul style="list-style-type: none"> • Special Milk Program Agreement • Policy Statement for Non-Pricing Milk Programs (only if operating a non pricing program) • IRS letter documenting tax exemption • Yearly Public Announcement • Does the sponsor maintain records on file for 3 years + the current year? 	
Financial/Claims	
Is the Daily Milk Inventory form accurate, maintained daily at the site, and based on physical counts?	
Is the quantity of fluid milk purchased backed by invoices and/or delivery receipts?	
Do SMP staff on-site understand the claiming system?	
Is the sponsor operating a non-profit milk service?	
Does the sponsor use a vendor for milk purchases?	
What procurement method is being followed? (micro, small, large)	
Calculate the unit cost of milk: ½ pint cost \$__. + \$0.05 administrative handling fee -\$__. = \$__. current year reimbursement rate ½ pint price to charge students (rounded to the nearest nickel)	
Are milk counts for the previous five days reasonable compared to the milk count for the day of review?	