Special Milk Program Sponsor Review Questions

Program Implementation
Is only fat-free or low-fat milk being offered?
Are all eligible children able to participate in the SMP?
Do the milk service counting procedures yield accurate milk counts?
Is staff training adequately documented (dates, locations, topics, and participants)?

Civil Rights
Is there any separation by race, age, sex, disability, color, or national origin?
Does the sponsor appear to be in compliance with Title VI of the Civil Rights Act of 1964?
Is the USDA "And Justice for All" poster displayed in a prominent location and visible to recipients of benefits?

Health and Sanitation
Did the SMP service follow HAACP principles and 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 the cost documentation provided, support the selected month's claims for reimbursement?
Are the following documents maintained on file at the sponsoring organization?
Special Milk Program Agreement
Policy Statement for Non-Pricing Milk Programs
IRS letter documenting tax exemption
Public Announcement
Does the sponsor maintain records on file for 3 years + the current year?

Financial/Claiming
Does the sponsor maintain a financial management system that will substantiate claims for reimbursement?
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?
Does the sponsor understand the claiming system?
Is the sponsor operating a non-profit milk service?
Does the sponsor use a vendor for milk purchases?
Does the sponsor follow procurement standards as outlined in 7CFR 215.14a?
Describe the sponsor's method for calculating the unit cost of milk. Is this reasonable?
Are milk counts for the previous five days reasonable compared to the milk count for the day of review?