

## Special Milk Program (SMP)

### What to Expect on an Administrative Review

The SMP provides milk to children in schools, residential child care, institutions, and eligible camps that do not participate in any other Federal child nutrition meal service program. The intent of monitoring the SMP is to determine the sponsors program compliance with regulatory requirements and in accordance with the SA-approved agreement

### Review Procedures

---

CDE School Nutrition Unit will complete the SMP Milk Price Calculation Worksheet to:

- Evaluate the pricing policy
- Confirm the SFA is operating its approved SMP option
- Ensure counting and claiming procedures yield accurate claims

Review of pricing, counting, and claiming

- Does the school price milk in accordance with USDA policy
- Documentation available to support the daily milk served and claims for reimbursement
- Does milk orders and delivery records support the number of milks claimed for reimbursement
- Is the purchase price of milk consistent with the claim for reimbursement and the price reflected on invoices
- Are SMP claims submitted on-time and accurate
- Is eligibility status of each student transferred accurately to the roster (Pricing with Free Option Only)

#### Review Checklist

If operating a pricing program, does the purchase price of milk on the most recent claim for reimbursement match the purchase price reflected on invoices?

- Milk price calculation worksheet

Are milk counts taken daily at the point-of-service, and accurately support the claim for reimbursement?

- Daily milk count forms

Are milk counts for the previous five days reasonable compared to the milk count for the day of the review?

- Are records maintained for three plus the current year

Training documentation

- Must complete the SMP training



---

## On-Site

---

### Observation/Verification:

- Documentation Review:
  - Milk counts for the review period
  - Milk invoices for review period
  - Free and reduced claiming procedures (if applicable)
  - Price per paid milk (if applicable)
  - Temperature logs for milk and milk storage
- On-Site Review:
  - Does the school take and record the point-of-service milk count accurately
  - Milk counts by category for the day of review do not vary unreasonably in comparison to the previous five days
  - Verify documentation and compliance of the SMP

---

## Corrective Action

---

If the school and School Food Authority (SFA) are deemed noncompliant by failing to meet these requirements, the CDE School Nutrition Unit may issue corrective and fiscal action to bring the SFA into compliance

---

## Common Findings

---

- Improper milk type served to children
- Inadequate counting and claiming
- Compliance with food safety and HACCP procedures

## Resources

CDE OSN SMP Webpage

- <http://www.fns.usda.gov/smp/special-milk-program>

USDA SMP Webpage

- <http://www.fns.usda.gov/smp/special-milk-program>

This institution is an equal opportunity provider.