

Special Milk Program School Daily Milk Count Form

Daily Milk Count Form

Program sponsors must keep records that document adherence to all federal and state rules and regulations for the Special Milk Program (SMP), including daily participation of the SMP. Milk must be counted at the point of service.

Daily Milk Count Form Instructions:

- 1. Complete the SMP Participation Record Daily
- 2. Complete one record per month
- 3. Record the number of half pints served to students
- 4. Use the information recorded on this form for the monthly claim for reimbursement



Special Milk Program: Daily Milk Count Form

Month					<u>Year</u>								<u>SFA</u>						School/Building							Class/Teacher/Room #						
Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Total Monthly Milk Counts								
Free	Paid							

Person Responsible for Daily Count_____