

## PARTS 2 and 3 - SPECIAL MILK PROGRAM ONLY INSTRUCTIONS

One copy of Part 2 is to be completed for each agency, and one copy of Part 3 is to be completed for each site. Send these to the State Agency with Part 1. The application can be submitted electronically if you have capability of an electronic signature. Otherwise, it must be submitted as an original document because it requires a signature.

Parts 4 and 6, as well as the regulations along with their instructions and policies govern the programs. Part 5 does not apply because it is the agreement for USDA Foods. The approved Parts 2 and 3, as well as Parts 4 and 6, are permanent and are to be kept at the School Food Authority for 3 years past the year that the program ceases operation. Part 1 and the Attachments are updated annually and are to be kept for 3 years past the current year.

### PART 2 – GENERAL PROGRAM INFORMATION FOR SPECIAL MILK PROGRAM

Fill in the Local Agency Name and the 7-digit Local Agency number CANS uses, if you know it.

#### A. **PROGRAMS**

Check the Special Milk Program(s) the agency is applying for.

- Special Milk Program only means the agency does not participate in any other USDA reimbursable meal programs at this site.
- Split session kindergarten or pre-school means this class is in session for partial days where the children do not have access to either of the meal programs (School Breakfast or School Lunch) offered at school.

#### B. **PRICING STRUCTURE**

Indicate whether the programs are non-pricing (does not charge for milk) or pricing (charges for milk). Check the option chosen for Pricing Special Milk Program, as applicable.

Nonpricing means the children are not charged for the milk. Reimbursement is paid to the agency at the current rate established by US Department of Agriculture for all milk served to children based on ½-pint (1 cup) servings. It is acceptable to charge adults for milk in a nonpricing program.

Pricing Options:

Option 1: All children are charged same price for milk; no benefits for those that qualify for free milk. Reimbursement is paid to the agency at the current rate established by US Department of Agriculture for all milk served to children based on ½-pint (1 cup) servings.

Option 2: Serve milk free to children eligible to receive free milk. Other children pay for milk. Reimbursement is paid to the agency at the average cost of milk for children eligible for free milk, and at the current rate established by US Department of Agriculture for milk served to children who are not eligible for free milk. This is based on ½-pint (1 cup) servings.

Both Pricing options: List the price charged to students and adults per ½-pint of milk. The price for adult milk should be no less than the full cost of milk. It is the intent of the SMP that the reimbursement would reduce the price charged to students. The price charged to students would be determined roughly by the cost paid for milk plus cost of administrative labor less the amount of reimbursement.

**PART 2 – GENERAL PROGRAM INFORMATION (continued)  
FOR SPECIAL MILK PROGRAM**

- C. DETERMINING/HEARING OFFICIALS** (Pricing Option 2 programs only)  
Enter the names and titles of the two different officials who will determine the eligibility of applicants for free milk and who will hear any appeals made by parents if they disagree with the original determination. The hearing official should rank higher than or be independent of the determining official. Nonpricing and pricing option 1 programs do not need determining or hearing officials.
- D. MILK BILLING AND PAYMENT COLLECTION** (Pricing programs only)  
Nonpricing programs do not need a collection procedure.  
Describe, on a separate page if needed, how payment for milk will be billed and collected. Those utilizing Option 2 must also assure that there will be no overt identification of children eligible for free milk compared to those who pay for their milk.

**PART 3 – SITE/ATTENDANCE CENTER INFORMATION  
FOR SPECIAL MILK PROGRAM**

Complete one part 3 for each site or attendance center where the Special Milk Program is offered.

Fill in the Local Agency Name and the 7-digit Local Agency number CANS uses, if you know it.

- A. SITE NAME:**  
Fill in the name of the site as listed in the Educational Directory, on the license or other official documents. Include the physical address so that the site can be located. This is not used for a mailing list. Include the street and city. If the physical address is not a street address, please add directions to the site.
- B. NAME AND TITLE OF THE SITE SUPERVISOR**  
Fill in the person responsible for Special Milk Program at the site. List the phone, fax, and e-mail.
- C. OPERATING DATA**
1. List the hours the site is usually open. If it is a residential site, it is acceptable to state "24 hours".
  2. List the times that milk is served and the anticipated average daily participation (ADP). Children may receive more than one ½-pint of milk. Therefore, if about half of the children take a second ½-pint of milk, multiply the number of students by 1.5.
  3. Describe how milk is served and how the quantities of milk to be claimed for reimbursement are determined. How it is served might be that it is poured in cups or they receive ½-pint cartons. An example of how quantities of milk to be claimed is determined might be that the number of ½-pint cartons of milk served to children is counted, or the total quantity of milk served to children is measured or calculated, and the quantities are converted to 1-cup equivalencies. The agency cannot claim reimbursement for milk used in cooking or milk served to adults.