

Special Milk Program Worksheet

Name of Contracting Entity (CE) _____ Site _____ Month/Year _____
CE Identification Number (CE ID) _____

Date	Number of 1/2 Pints or Milk Served					Milk Purchases			
	To Students/Children				To Ineligible Students /Children and Adults				
	Pricing with Free Option		Pricing Without Free Option	Nonpricing Option					
	Free ¹	Paid				Vendor	Quantity	Number of 1/2 Pints	Cost

¹ For programs that charge separately and choose to serve free milk to eligible students/children.

Directions: Special Milk Program Worksheet

Purpose

This form is intended to be used by CEs to document the half-pints of milk served and milk purchases in the Special Milk Program. CEs may use this form or a different form as long as the form collects the same information. Whether the CE uses this form or a similar form, CEs must maintain the information in this form each day for milk served and/or purchased. CEs must also retain receipts, invoices, or other appropriate documentation for all purchases made for the program.

Use This Form	
Frequency	Daily.
Required Form Format	Not required.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for 5 years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for 3 years.

Directions

Name of Contracting Entity (CE): Record the name of the CE in the designated space.

CE Identification Number (CE ID): Record the CE ID in the designated space.

Site: Record the name of the site in the designated space.

Month/Year: Record the month/year the worksheet is reflecting in the designated space.

Date: Record the date of service for the information to be recorded on that row in the designated space.

Number of ½ Pints of Milk Served: Select the pricing option the CE uses. If the CE does not use an option, do not record information in the spaces under that option.

To Students/Children:

Pricing with Free Option:

Milk is free to eligible students/children and is sold to other students/children at a reduced price (paid). A standard rate of reimbursement is provided for the milk sold to paying students/children (paid eligible students/children), and an average of the actual price paid for the milk is reimbursed for the milk provided for non-paying students/children (free eligible students/children). This option requires eligibility determination documentation.

Free: Record the number of ½ pints served to free eligible students/children in the designated space.

Paid: Record the number of ½ pints served to paid eligible students/children in the designated space.

Pricing without Free Option: Record the number of ½ pints served to students/children in the designated space.

Milk is sold to all students/Children at a reduced price, such as the actual price of the milk minus the amount of the USDA reimbursement. This option does not require eligibility determination documentation.

Nonpricing Option: Record the number of $\frac{1}{2}$ pints served to students/children in the designated space.

Milk is served free to all participating students/children. The CE is reimbursed a standard rate for each half-pint of milk served. This option does not require eligibility determination documentation.

To Ineligible Students/Children and Adults: Record the total number of $\frac{1}{2}$ pints served to ineligible students/children and adults in the designated space.

Milk Purchases:

(NOTE: A CE may not have milk purchases every day.)

Vendor: Record the name of the vendor that provided milk on that date in the designated space.

Quantity: Record the amount of milk purchased on that date in the designated space. Milk may be purchased in bulk.

Number of $\frac{1}{2}$ Pints: Record the number of $\frac{1}{2}$ pints of milk purchased on that date in designated space.

Cost: Record the cost of milk purchased on that date in the designated space. CEs must also retain receipts, invoices, or other appropriate documentation that demonstrate compliance with financial requirements.