

**Policy Statement for Special Milk Program
Attachment B: Milk Count/Collection Procedure(s)**

Contracting Entity Name	Contracting Entity ID	Date
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Section A—Pricing Program with FREE Option

1. Please list the name of the site(s) that will be following this policy statement.

Name of Site:
Name of Site:
Name of Site:

2. Parents or guardians must complete the application and return it to the determining official. Applications and documentation of action taken must be kept according to record retention requirements. If an application is denied, parents or guardians are told the reason for denial and about the hearing procedures.

3. Establish a procedure to collect money from children who pay for their milk and to account for the number of half-pints served (free and full price). The provision for allowing for prepayment and/or post billing (charging) should make free milk recipients appear as children who prepay full price (or charge).

Check the collection procedure the CE uses.

- Milk payments for full-priced children can be made by children or parents, in advance, in a designated area away from the serving line, on a daily, weekly, or monthly basis. Children receiving free milk benefits appear to be prepaying for milks. (Charging may or may not be allowed.)
- Milk served to children can be charged. Parents are billed and may mail in payments or children and a parent may pay in a designated area away from the cafeteria serving line. Care is taken that neither the billing nor the payment process identifies those who pay nothing. Children receiving free milk benefits appear to be charging their milk.
- The homeroom teacher gives each child an envelope for daily, weekly, or monthly payments. Children return the envelopes with the payments enclosed or empty if eligible for free milk. The envelopes are collected in the office and coded tickets are issued to each child.
- Other. Explain in detail (attach a sheet if more space is required).

4. The option of prepayment (and/or charging) of milk should be routinely publicized. This may be done by using methods such as posting signs, making public announcements, including the information in printed material, etc.

Check the all that apply.

- The ability for children and/or parents to prepay (or charge) is routinely advertised.
- In an announcement made over the site's public address system.
- In a newspaper/newsletter article/web site.
- By a posted notice (sign) displayed in the serving areas.
- Other. Please Describe.

5. Milk count/collection procedures must include a point-of-service count of milk served by category. Teacher roll counts, the number of tickets sold/issued, head counts, tray counts and counts obtained by *backing into* the numbers of half-pints of milk served are not point-of-service counts.

Check the point of service procedure the CE uses.

- The cashier is stationed at the end of the serving line and counts the children taking a half-pint of milk by eligibility category.
- The cashier is stationed at the beginning of the serving line and a monitor is stationed at the end of the line to verify that each child takes a half-pint of milk. If a child elects to not take a half-pint of milk, a system is in place for removing that milk count from the count of half-pints claimed for reimbursement.
- Other. An alternate method must be individually written. Describe the procedure below:

Section B – Pricing Program without FREE Option

1. Please list the name of the site(s) that will be following this policy statement.

Name of Site:

Name of Site:

Name of Site:

2. All children pay the same amount for each half-pint of milk served. There are no eligibility determinations made for this option.
3. Claim all milk served as paid milk; no milk served is claimed as free milk.
4. Establish a procedure to accurately record the number of half-pints of milk served to children. Describe the procedure below:

Section C –Non-Pricing Program

1. Please list the name of the site(s) that will be following this policy statement.

Name of Site:

Name of Site:

Name of Site:

2. No separate charge has been established for milk. The tuition/fees paid by parents includes the cost of the milk served to all children.
3. All children are claimed in the paid category with this option.
4. There are no eligibility determinations made for this option.
5. Establish a procedure to accurately record the number of half-pints of milk served to children. Describe the procedure below:

Name of Site:

Name of Site:

Name of Site: