Updated September 2025

Special Milk Program (SMP)

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Overview

- The SMP provides milk to students that do not have access to other Federal child nutrition programs.
- Provides reimbursement for milk served by schools, camps, and child-care institutions.
- Encourages the consumption of fluid milk.

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Eligible Participants

- Enrolled children may participate in the SMP if they attend:
  - School
  - Child-care institution and are under 19 years of age
  - Split-session kindergarten or vocational program
    - And do not have access to another program
  - Camp

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Sponsor Responsibilities

- Annual application submitted each year.
  - Applications are July 1 through June 30
- Milk is made available to everyone.
- Milk served meets nutrient requirements.
- The program is operated as a non-profit service.
- All state and federal procurement rules are met.
- Monthly claims are submitted in WINS.

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Allowable Milk Types

- Milk must be pasteurized and meet state and local standards.
- **Children 1 year** old of age must be served: unflavored whole milk.
- **2-5 years old**: Unflavored low fat (1%) or fat-free (skim) milk.
- **6 years and older**: flavored or unflavored low fat (1%) or fat-free (skim) milk.

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Added Sugars

- The final rule *Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans* established requirements for added sugar in milk.
- Product based limits are to be implemented by July 1, 2025.
  - Flavored milk may have not more that **10 grams** of added sugar per 8 fluid ounces.

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Special Dietary Needs

- SFAs are required to provide milk substitutions for children with a disability.
- Substitutions related to a preference may be accommodated.
- See the Accommodating Children with Special Dietary Needs page for more information.

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Medical Authority Modified Meal Request Form

MEDICAL AUTHORITY MODIFIED MEAL REQUEST FORM

For Use in the USDA School Nutrition Programs, Child and Adult Care Food Program, & Summer Food Service Program

This form may be used to request a meal modification for a child with a physical or mental impairment that restricts their diet. ***Portions of this form must be completed by a State Licensed Healthcare Professional (who is authorized to write medical prescriptions under Illinois law) or a Registered Dietitian.***

SECTION 1: CHILD INFORMATION

Child's Name: _____ Date of Birth: _____

Facility Name: _____ Grade: _____

SECTION 2: MEAL MODIFICATION INFORMATION
TO BE COMPLETED BY A STATE LICENSED HEALTHCARE PROFESSIONAL OR REGISTERED DIETITIAN

1. Provide a description of the child's physical or mental impairment and how it restricts their diet and/or access to meal programs.

2. Are there any food items and/or ingredients that must be avoided? ☐ Yes ☐ No

   If yes, please list the food items and/or ingredients to be avoided.

   List alternatives that may be provided for any items or ingredients above.

3. List any additional modifications and/or services needed to accommodate the child's impairment or disability.

SECTION 3: SIGNATURES

Parent/Guardian Name: _____ Relationship: _____

Phone: _____ Email: _____

Parent/Guardian Signature: _____ Date: _____

Medical Authority Name (First & Last) _____

Medical Authority Signature _____ Date _____

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Medical Authority Form

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Preference Modified Meal Request Form

PREFERENCE MODIFIED MEAL REQUEST FORM

For Use in the USDA School Nutrition Programs, Child and Adult Care Food Program, & Summer Food Service Program

This form may be used to request a meal modification for a child with a preference (i.e., not a physical or mental impairment) that restricts their diet. Please note, federal regulations provide meal program Sponsors with the option to accommodate food preferences.

SECTION 1: CHILD INFORMATION

Child's Name: _____ Date of Birth: _____

Facility Name: _____ Grade: _____

SECTION 2: MEAL MODIFICATION INFORMATION

1. Provide a description of how the child's diet is restricted.

2. Are there any food items and/or ingredients that must be avoided? ☐ Yes ☐ No

   If yes, please list the food items and/or ingredients to be avoided.

   List alternatives that may be provided for any items or ingredients above.

3. List any additional modifications needed to accommodate the child's preference.

SECTION 3: SIGNATURES

Parent/Guardian Name: _____ Relationship: _____

Phone: _____ Email: _____

Parent/Guardian Signature: _____ Date: _____

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Preference Form

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How are sponsors reimbursed for milk?

- Sponsors are required to submit monthly claims for reimbursement in WINS
  - Reimbursed only for those milks served to students
  - Milk served to adults cannot be claimed for reimbursement
- Claims are made in terms of number of half-pints (8 ounces) served

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Reimbursement Rates

School-Based Child Nutrition Programs Rates of Reimbursement
Effective July 1, 2024 – June 30, 2025

National School Lunch Program					
		Less Than 60%	Less Than 60% + 9 Cents**	60% or More*	60% or More* + 9 Cents**
	Paid	$0.42	$0.51	$0.44	$0.53
	Reduced-Price	$4.03	$4.12	$4.05	$4.14
	Free	$4.43	$4.52	$4.45	$4.54
The maximum price a sponsor can charge for a student reduced-price lunch is $.40.					
* The higher rate of reimbursement for lunch (60% or more) applies if 60% or more of the lunches served by an SFA during the second preceding school year were served free or at a reduced price.					
** Additional 9 cents requires a one-time menu certification					

School Breakfast Program			
		Non-Severe Need	Severe Need *
	Paid	$0.39	$0.39
	Reduced-Price	$2.07	$2.54
	Free	$2.37	$2.84
The maximum price a sponsor can charge for a student reduced-price breakfast is $.30.			
* The higher rate of reimbursement for breakfast (Severe-Need) applies if 40% or more of the lunches served at the site in the second preceding school year were served free or at a reduced price.			

Special Milk Program			
	All Milk	Paid Milk	Free Milk
Pricing Program Without Free Option and Nonpricing Programs	$0.2700		
Pricing Program With Free Option		$0.2700	Average cost per ½ pint milk

After-School Snacks in After-School Care Programs		
	Paid	$0.11
	Reduced-Price	$0.60
	Free	$1.21
The maximum price a sponsor can charge for a student reduced-price after-school snack is $.15.		

Food Distribution Program
Planned Assistance Level (PAL) for NSLP = $0.45 (per lunch rate of $0.30 PLUS the 12% provision dollars and the $20M breakfast dollars for NSLP)

Illinois Free Breakfast and Lunch Programs
$0.04 per each free breakfast and/or lunch

- More information on reimbursement rates can be found here.

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Pricing Options

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Pricing – Free Option

- Household Eligibility Applications required
  - Milks are priced for students who do not meet eligibility requirements (reduced or paid students)
- Milks must be counted in the correct categories
  - Free or Paid
  - No Reduced category
- SFAs set the price for milk but must operate as a non-profit
  - Example: Average ½ pint cost per invoice $0.35 + $0.02 – current paid reimbursement $0.27 = $0.10 charge for students

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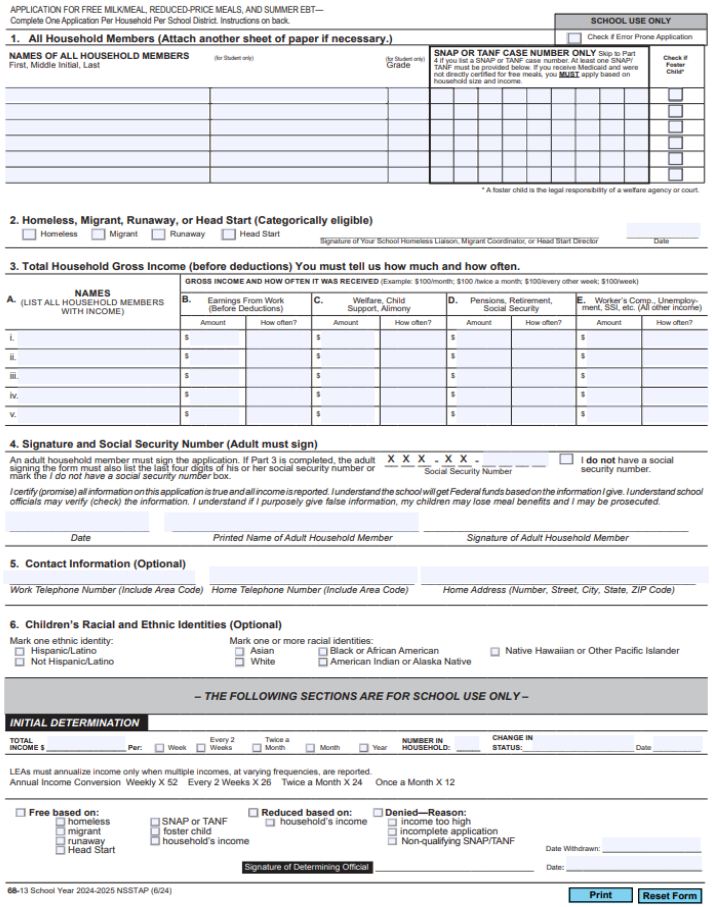
Letter to Household, Application, and Instructions

- **Free Option Only**

- Near the beginning of the school year
  - Announce availability to households
  - HEA must be distributed to households



APPLICATION FOR FREE MILK/MEAL, REDUCED-PRICE MEALS, AND SUMMER EBT—
Complete One Application Per Household Per School District. Instructions on back.

SCHOOL USE ONLY
☐ Check if Error Prone Application

1. All Household Members (Attach another sheet of paper if necessary.)

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	(for Student only) Grade	SNAP OR TANF CASE NUMBER ONLY Skip to Part 4 if you list a SNAP or TANF case number. At least one SNAP/TANF must be provided below. If you receive Medicaid and were not directly certified for free meals, you MUST apply based on household size and income.	Check if Foster Child*
			☐
			☐
			☐
			☐
			☐
			☐

* A foster child is the legal responsibility of a welfare agency or court.

2. Homeless, Migrant, Runaway, or Head Start (Categorically eligible)
☐ Homeless ☐ Migrant ☐ Runaway ☐ Head Start
Signature of Your School Homeless Liaison, Migrant Coordinator, or Head Start Director — Date

3. Total Household Gross Income (before deductions) You must tell us how much and how often.

GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: $100/month; $100 /twice a month; $100/every other week; $100/week)

A. NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	B. Earnings From Work (Before Deductions)		C. Welfare, Child Support, Alimony		D. Pensions, Retirement, Social Security		E. Worker's Comp., Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
i.	$		$		$		$	
ii.	$		$		$		$	
iii.	$		$		$		$	
iv.	$		$		$		$	
v.	$		$		$		$	

4. Signature and Social Security Number (Adult must sign)
An adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her social security number or mark the *I do not have a social security number* box.
X X X - X X - ___ ___ ___ ___ Social Security Number
☐ I **do not** have a social security number.

I certify (promise) all information on this application is true and all income is reported. I understand the school will get Federal funds based on the information I give. I understand school officials may verify (check) the information. I understand if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Date — *Printed Name of Adult Household Member* — *Signature of Adult Household Member*

5. Contact Information (Optional)
Work Telephone Number (Include Area Code) — *Home Telephone Number (Include Area Code)* — *Home Address (Number, Street, City, State, ZIP Code)*

6. Children's Racial and Ethnic Identities (Optional)
Mark one ethnic identity: ☐ Hispanic/Latino ☐ Not Hispanic/Latino
Mark one or more racial identities: ☐ Asian ☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander

– THE FOLLOWING SECTIONS ARE FOR SCHOOL USE ONLY –

INITIAL DETERMINATION

TOTAL INCOME $ _____ Per: ☐ Week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month ☐ Year — NUMBER IN HOUSEHOLD: ____ — CHANGE IN STATUS: _____ Date _____

LEAs must annualize income only when multiple incomes, at varying frequencies, are reported.
Annual Income Conversion Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12

☐ **Free based on:** ☐ homeless ☐ migrant ☐ runaway ☐ Head Start ☐ SNAP or TANF ☐ foster child ☐ household's income
☐ **Reduced based on:** ☐ household's income
☐ **Denied—Reason:** ☐ income too high ☐ incomplete application ☐ Non-qualifying SNAP/TANF

Date Withdrawn: _____
Signature of Determining Official _____ Date: _____

68-13 School Year 2024-2025 NSSTAP (6/24) — Print — Reset Form

Eligibility Resources

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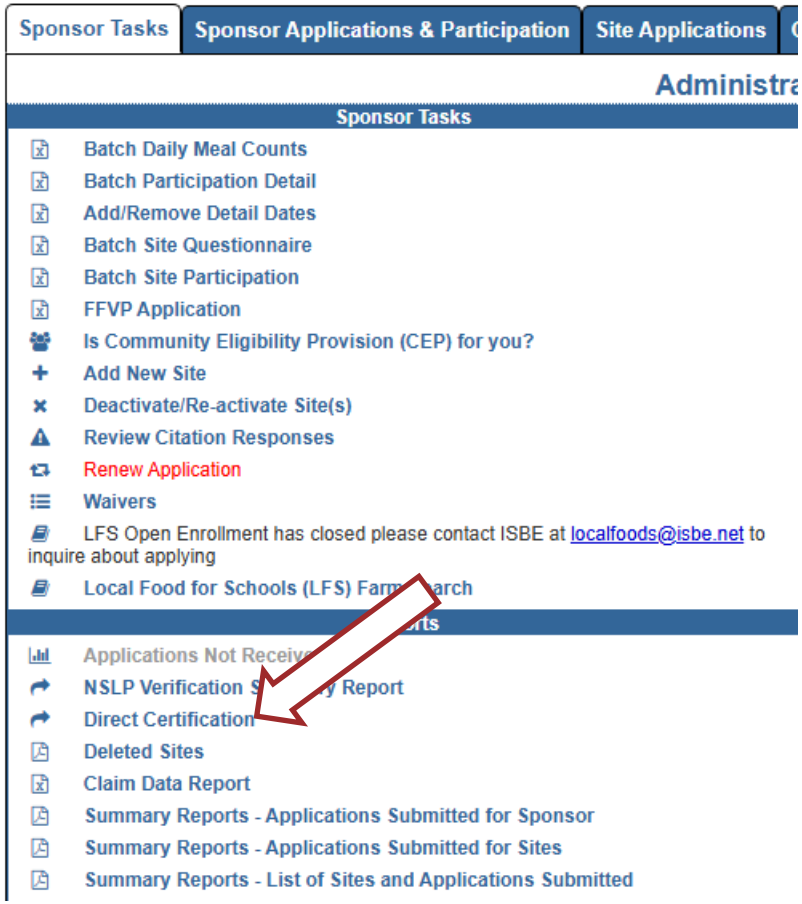
Direct Certification

- **Free Option Only <u>and</u> participate NSLP**

- Can access Direct Certification System
- Use Direct Certification to determine students eligible for free milk

- [Direct Certification Information]



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Pricing - Paid Option

- Household Eligibility Application **not required**
- All students are charged the same price
- Students can be charged up to the difference between program cost (milk + administration) and current reimbursement rate
  - Example: Average ½ pint cost per invoice $0.35 + $0.02 administration – current paid reimbursement $0.27 = $0.10 charge for students

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Non-Pricing Paid Option

- Household Eligibility Application **not required**
- All students are charged the same
- Milk is not “priced” per milk
  - Students pay weekly, monthly, or annually
  - Possibly included as part of tuition

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Milk Counting & Claiming

For milk to be reimbursable, sites must accurately count, record, and claim the number of milks served to students.

Milk must be counted at the Point-of-Service

Must prevent overt identification

★ Free Option – count Free and Paid milks served daily

★ Paid Program – count total number of milks served

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WINs – Milk Counts

Meal Counts
Statistics
Claim Summary

Daily Totals

Program Daily Meal Counts

- School Breakfast Severe Need (64%)
- National School Lunch Less than 60% Eligible (59%)
- Special Milk

Show All

Program: Special Milk

Day	Meal	Program	Free	Paid
1	Milk	Special Milk	6	12
2	Milk	Special Milk	19	16
3	Milk	Special Milk	Free	Paid
4	Milk	Special Milk	21	13
7	Milk	Special Milk	21	16
8	Milk	Special Milk	20	15
9	Milk	Special Milk	20	16
10	Milk	Special Milk	19	17
11	Milk	Special Milk	Free	Paid
14	Milk	Special Milk	Free	Paid
15	Milk	Special Milk	21	17
16	Milk	Special Milk	20	13
17	Milk	Special Milk	20	16
18	Milk	Special Milk	18	16
21	Milk	Special Milk	20	14
22	Milk	Special Milk	19	17
23	Milk	Special Milk	20	17
24	Milk	Special Milk	18	17
25	Milk	Special Milk	15	17
28	Milk	Special Milk	18	18
29	Milk	Special Milk	20	18
30	Milk	Special Milk	19	17
31	Milk	Special Milk	Free	Paid
			354	302

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Food Safety

- All SFA operating the NSLP must have food safety program in place.
- Always follow proper food safety practices including:
  - Properly storing milk at correct temperatures
  - Cleaning and sanitizing of equipment
  - Serving milk at correct temperatures
- Check with your local health department regarding food safety questions or concerns

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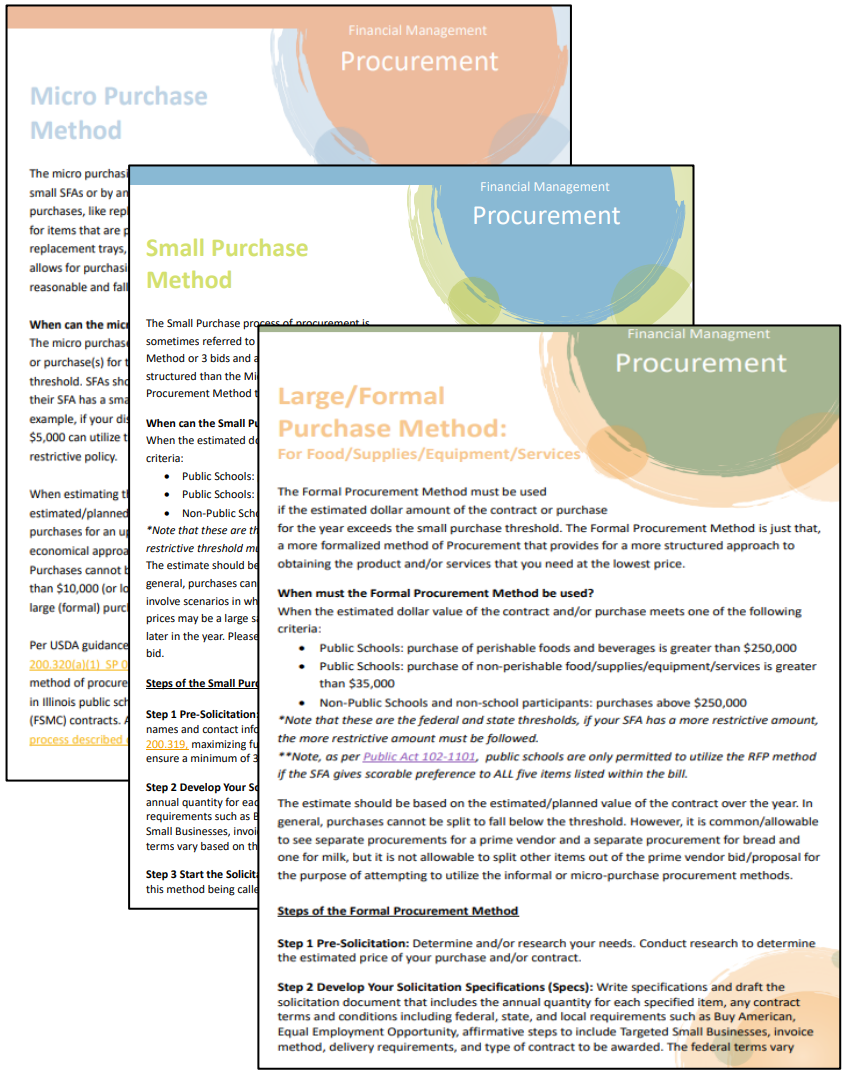
Procurement

- Sponsors must meet federal purchasing requirements
- Depending on the value of the purchase sponsors have a few options
  - Micro-purchase method
  - Small purchase method
  - Formal purchase method
- For questions regarding procurement email nutritionprocurement@isbe.net



Financial Management
Procurement

Micro Purchase Method

Financial Management
Procurement

Small Purchase Method

Financial Managment
Procurement

Large/Formal Purchase Method:
For Food/Supplies/Equipment/Services

The Formal Procurement Method must be used if the estimated dollar amount of the contract or purchase for the year exceeds the small purchase threshold. The Formal Procurement Method is just that, a more formalized method of Procurement that provides for a more structured approach to obtaining the product and/or services that you need at the lowest price.

When must the Formal Procurement Method be used?
When the estimated dollar value of the contract and/or purchase meets one of the following criteria:

- Public Schools: purchase of perishable foods and beverages is greater than $250,000
- Public Schools: purchase of non-perishable food/supplies/equipment/services is greater than $35,000
- Non-Public Schools and non-school participants: purchases above $250,000

**Note that these are the federal and state thresholds, if your SFA has a more restrictive amount, the more restrictive amount must be followed.*
***Note, as per Public Act 102-1101, public schools are only permitted to utilize the RFP method if the SFA gives scorable preference to ALL five items listed within the bill.*

The estimate should be based on the estimated/planned value of the contract over the year. In general, purchases cannot be split to fall below the threshold. However, it is common/allowable to see separate procurements for a prime vendor and a separate procurement for bread and one for milk, but it is not allowable to split other items out of the prime vendor bid/proposal for the purpose of attempting to utilize the informal or micro-purchase procurement methods.

Steps of the Formal Procurement Method

Step 1 Pre-Solicitation: Determine and/or research your needs. Conduct research to determine the estimated price of your purchase and/or contract.

Step 2 Develop Your Solicitation Specifications (Specs): Write specifications and draft the solicitation document that includes the annual quantity for each specified item, any contract terms and conditions including federal, state, and local requirements such as Buy American, Equal Employment Opportunity, affirmative steps to include Targeted Small Businesses, invoice method, delivery requirements, and type of contract to be awarded. The federal terms vary

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Civil Rights

- Civil Rights training is required **annually** for all staff
- Display the And Justice For All Poster in a prominent location
  - Includes the USDA Nondiscrimination Statement
  - Provides information to file a complaint

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Record Retention

- SFAs must maintain records for three years plus the current year (or longer if have an open review)
- Milk counting and claiming documentation
- Documentation of individual daily attendance

- Free option (only) – Documentation showing student eligibility
  - Household Application, Direct Certification List, Categorical Eligibility

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How to become a SMP sponsor

- Those new to School Nutrition Programs can visit the SNP: New Applicants webpage for Eligibility Criteria, the Application Process, and more.
- Existing School Nutrition Programs sponsors complete an annual application in the Web-Based Illinois Nutrition System (WINS) to renew/add programs such as the National School Lunch Program, School Breakfast Program, and Special Milk Program.

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Resources

NUTRITION

A TO Z INDEX OF SCHOOL NUTRITION PROGRAMS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- A -

- The ABCs of School Nutrition
- Accommodating Children With Special Dietary Needs
- Administrative Handbook
- Administrative Reviews
- After-School Care Program
- And Justice for All poster
- Annual Application Instructions
- Application Process for New Sponsors

NUTRITION

SCHOOL NUTRITION PROGRAMS ADMINISTRATIVE HANDBOOK

Complete Administrative Handbook

Administrative Handbook by Section:

A. Overview of Child Nutrition Programs
B. Civil Rights Statement and Requirements
C. Menu Planning and Meal Pattern Requirements
D. USDA Smart Snacks in Schools and A La Carte Sales
E. WINS Online Questionnaires, Reports, and Claims
F. Electronic Direct Certification
G. Certification of Eligibility - Processing Household Eligibility Applications
H. Benefit Issuance and Meal Counting
I. Verification
J. Miscellaneous Federal and State Regulations
K. Accommodations
L. Reviews
M. Financial Management: Resource Management
N. Procurement
O. Food Distribution Program - USDA Foods
P. Community Eligibility Provision (CEP) and Provisions 1, 2, and 3
Q. Residential Child Care Institutions (RCCIs)
R. Special Milk Program (SMP)
S. Local Wellness Policies

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thank you

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