

**DATE:** August 5, 2016  
**TO:** Authorized Representative – Special Milk Program  
**FROM:** Karen Wooton, Coordinator, Food and Nutrition Services Section  
**SUBJECT:** School Year 2016-2017

Enclosed is the Policy Statement for schools that elect to offer free milk.

The Secretary of Agriculture has announced the reimbursement rates for the Special Milk Program for School Year 2016-2017.

Paid: \$.1975  
Free: Average cost per ½ pint

Only schools not participating in the school lunch or breakfast programs and split-session prekindergarten or split-session kindergarten classes that do not have access to school meals are eligible to participate in the Special Milk Program (SMP). Schools participating in the SMP are limited to serving fat-free (skim) and/or low-fat (1% or less) milk only. The charge to children per one-half pint should be set at a level so that the charge to the child, plus the reimbursement, does not exceed the dairy cost by more than nine cents. Schools are not required to serve milk free to needy children.

Listed below are some helpful guidelines for counting milk claimed for reimbursement:

1. Milk claimed must be counted at the point of service.
2. **DO NOT** use dairy invoices to determine the number of ½ pints served to children.
3. Count and claim milk that is served to students. We cannot reimburse for milk served to adults.

The Application Packet for School Year 2016-2017 is now available for you to renew. All public and nonpublic Local Education Agencies (LEAs) must renew the Application Packet on the Food and Nutrition Services web system before claims can be submitted. Instructions can be found at <http://dese.mo.gov/financial-admin-services/food-nutrition-services>.

Whoever the LEA designated as the Authorized Representative is the only person that can submit the monthly claim for reimbursement. Because claims will be submitted without signatures, there will be a statement on the claims attesting to the accuracy of the information. By having the Authorized Representative submit the claims, they will be attesting that the count of ½ pints is correct.

For questions or concerns please call 573-751-3526 or email [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov).

Enclosures