SCHOOL NUTRITION PROGRAMS

Submitting Yearly Wisconsin School Day Milk Program (WSDMP) Claims in Online Services

The WSDMP claim must be submitted via DPI Online Services by August 31 annually.

Wisconsin Department of Public Instruction

Bureau of School Nutrition
Wisconsin Department of Public Instruction
201 West Washington Ave.
Madison, WI 53703
608-267-9228
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August 2025

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.

Wisconsin Department of Public Instruction
Jill K. Underly, PhD, State Superintendent
Madison, Wisconsin

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WSDMP Requirements

The WSDMP was created by the Wisconsin Legislature to reimburse schools for the milk (juice) served at a milk break to students in pre-kindergarten through grade 5 who are eligible for free or reduced-price meals. Only one half-pint of milk (or daily unit of juice) may be claimed per eligible student per school day. By state law, no charge can be made to students who are eligible for free/reduced-price meals, who receive milk/juice under the WSDMP. Milk/juice served to paid students (those **not** approved for free or reduced-price meals) at the milk break in grades pre-K through 5, and students in grades 6- 12, is not eligible for reimbursement and is considered a nonprogram food. If milk served to students is claimed under the federal Special Milk Program (SMP), it may not also be claimed under the WSDMP.

A claim for juice can be made only if it was served as a substitute for milk to an eligible student, with written documentation on file that the individual student has a condition that prohibits the consumption of milk. Documentation does not need to come from a licensed medical practitioner, which differs from the Federal Child Nutrition Programs.

Public Schools Using Wisconsin Uniform Financial Accounting Requirements (WUFAR): The WSDMP has been assigned Revenue Source Code 617, Program/Project Code 544. Sites for which milk is being claimed under this program must be indicated on Schedule A of the current school year's approved online contract. If the contract does not indicate the SFA is sponsoring the WSDMP, the claim will not be processed. A base paper contract must be submitted to DPI when adding WSDMP to the online contract for the first time.

Milk Served to Free and Reduced-Price Eligible Students

Enter the total number of half-pints of milk served during milk break to eligible free and reduced-price eligible students during the entire July 1-June 30 school year. *Claims must be supported by daily participation records on file.*

Juice Served to Free and Reduced-Price Eligible Students

Enter total number of substitute juice units served during milk break to eligible free and reduced-price eligible students during entire July 1-June 30 school year.

School's Cost Per Half-Pint of Milk

Enter your school's cost (to four decimal places) per half-pint of WSDMP milk. Documentation must be maintained to support this reported cost. This cost will be multiplied by the number of half-pints of milk reported to obtain your school's claimed amount of state WSDMP aid, before prorating (if necessary) the annual aid payment. Consider what would be a reasonable cost per half-pint to report for this program. For example, if your school serves only 1% milk for the milk break, your cost per half-pint of 1% milk is more reasonable to use than the average cost per half-pint of all types of milk served as a component of the National School Lunch Program. Likewise, if the SFA has multiple schools participating in WSDMP, calculate cost per half-pint that reflects the milk served at those sites.

School's Cost Per Unit of Juice

Enter your school's cost (to four decimal places) per unit for WSDMP substitute juice.

Preparer Name and Telephone Number

Enter the name of the person who enters the claim and phone number where they can be reached if there are questions.

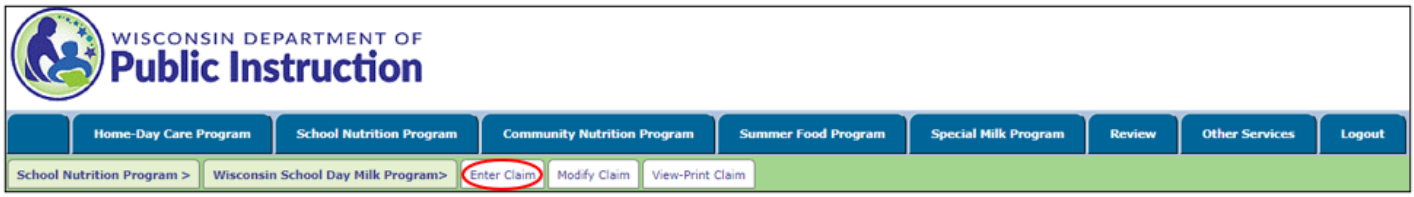
Entering a WSDMP Claim

1. Once you have prepared your claim information and logged into Online Services, select *School Nutrition Program* from the menu bar.

2. Select *State Programs' Annual Claim & Reporting*.

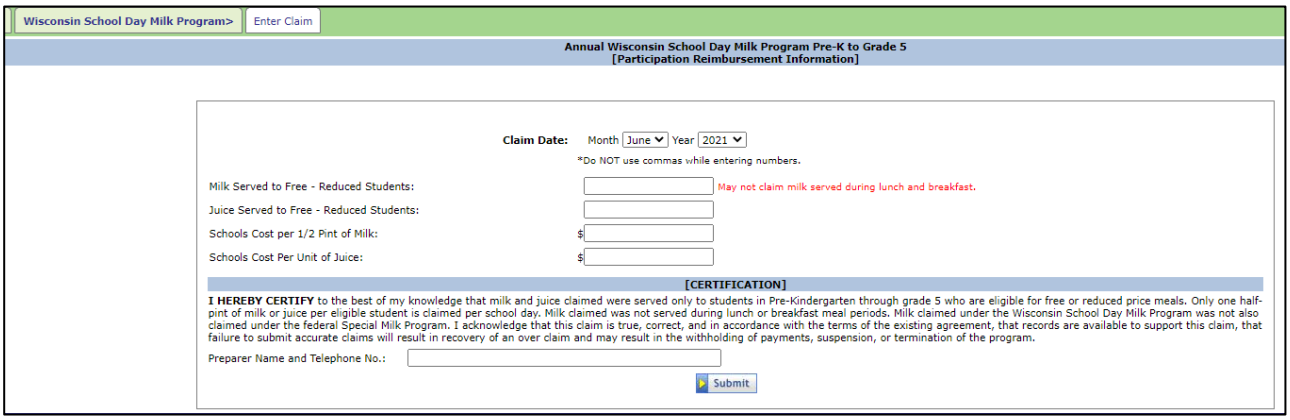
3. Select *Wisconsin School Day Milk Program* from the menu bar

4. Select *Enter Claim* from the menu bar.



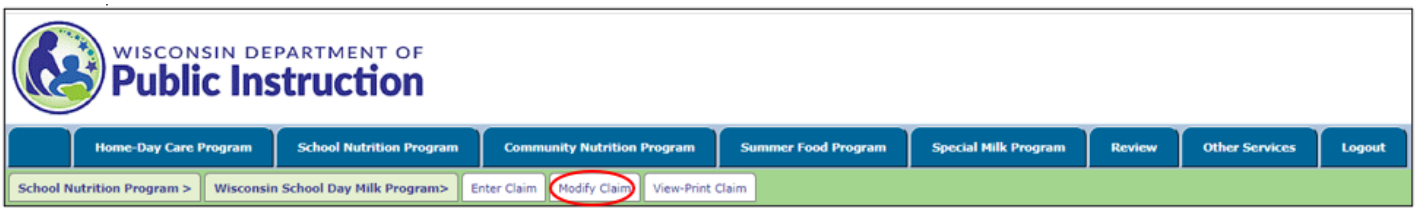
5. Enter **participation data** on *Enter Claim* screen. Enter "0" (zeros) in the fields that do not apply. *Do NOT use commas when entering numbers.* Because this is an annual claim, the only month option is June. Please select the correct year.

When finished entering the information, enter the preparer's name and telephone number. When the claim is completely filled out, click on the *Submit* button.

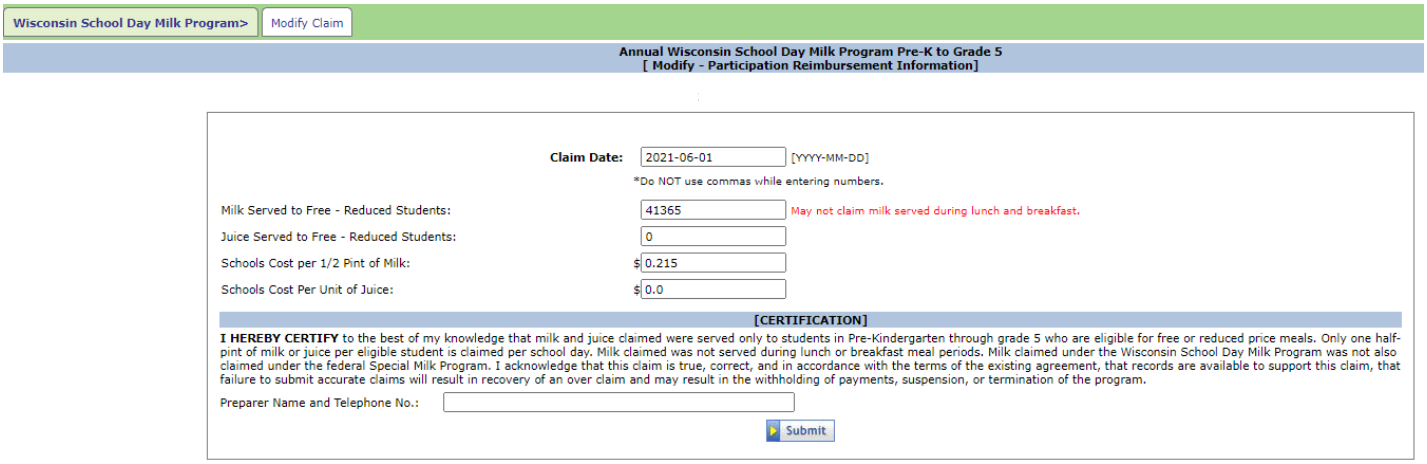


Modifying a WSDMP Claim

1. Select *Modify Claim* from the menu bar.

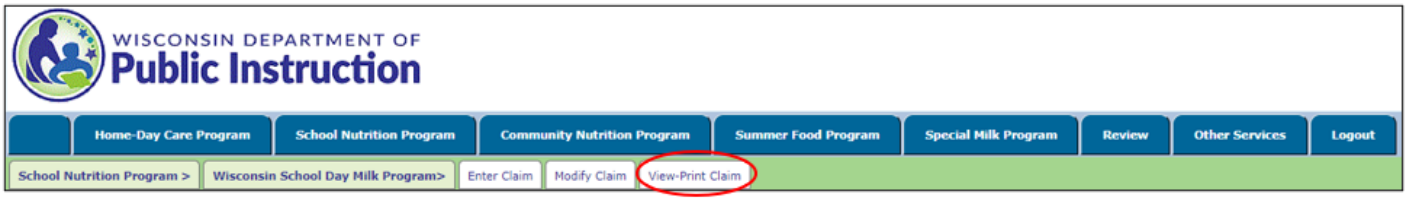


2. WSDMP claims may only be modified online while in unpaid status and during the same calendar year as the submitted claim. To modify a claim outside of this window, submit a corrected claim to DPI accounting by email to Jacqueline.Darrow@dpi.wi.gov.

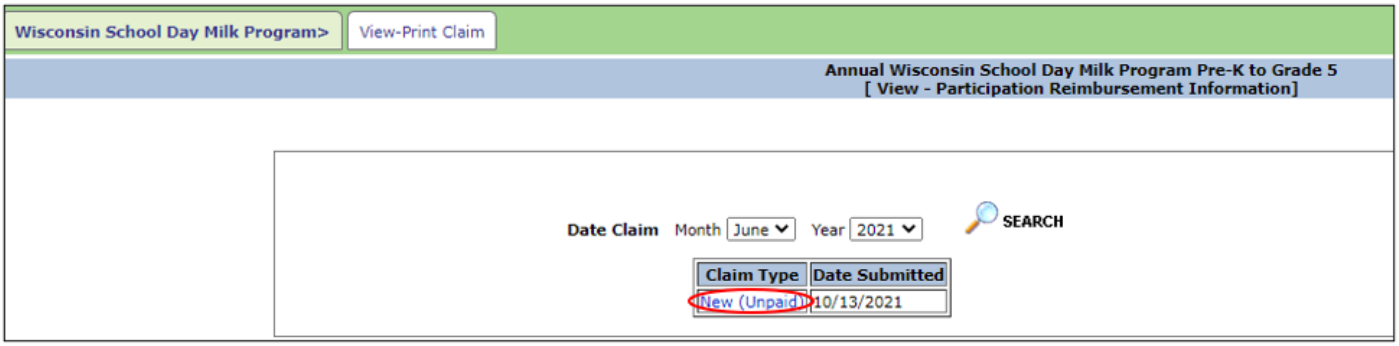


View-Print a WSDMP Claim

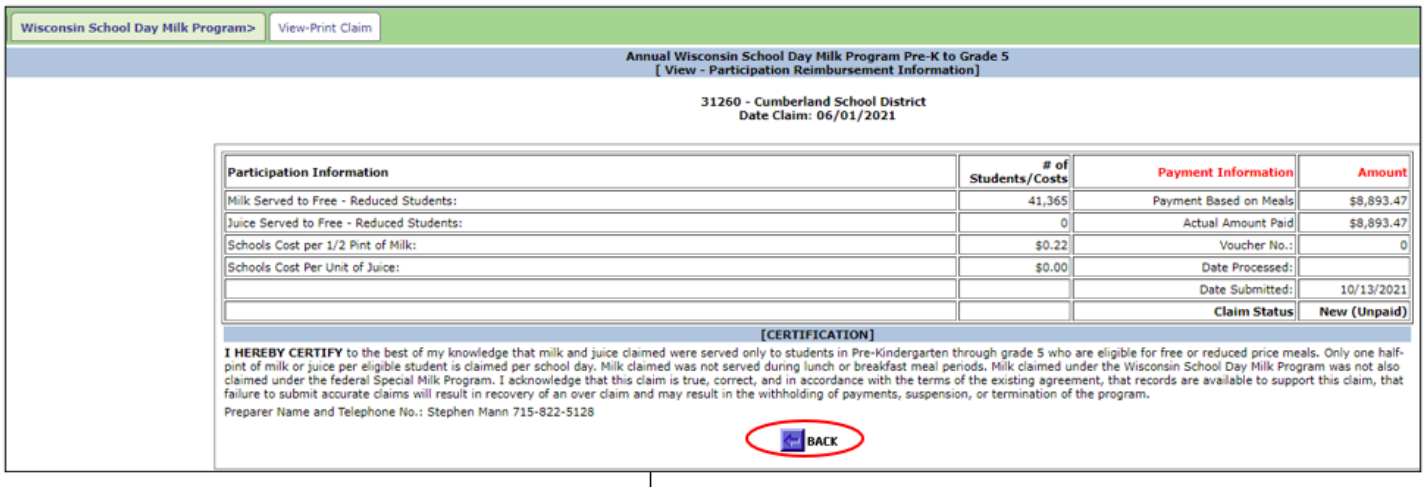
1. Select *View-Print Claim* from the menu bar. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.



2. Select the date claim month (June) and year from the drop-down list box and click the *Search* button. If a claim is found for the given criteria, it will appear below the Claim Type. Click the hyperlink to view the full claim information.



4. If the claim is in "paid" status, it is not modifiable. You can print the claim byclicking the print button of your browser. If required, use the *Back* button to view more claims.



Official DPI Nondiscrimination Clause

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.

Wis. Stat. 118.13 Pupil discrimination prohibited
(1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The department's coordinator for this program is Paul Sherman, (608) 267-9157, (800) 441-4563, or Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841.

Reasonable Accommodation
Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

To request accommodation, please contact Human Resources at dpi.humanresources@dpi.wi.gov, (800) 441-4563, or Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841.