Wisconsin School Day Milk Program (WSDMP)

Frequently Asked Questions (FAQs)

1. **How do schools participate in the WSDMP?**
   Any public, nonprofit private, tribal, or residential childcare institution that has a school nutrition contract with the Department of Public Instruction (DPI) Bureau of School Nutrition (BSN), is eligible to participate in the WSDMP. Schools that wish to participate in the WSDMP can elect this program on their school nutrition contract. By adding WSDMP to your school food authority's (SFA's) school nutrition contract, you are attesting to the WSDMP Permanent Agreement.

2. **Which students qualify for reimbursable milk under the WSDMP?**
   Only the milk served to children enrolled in a participating school, in grades PreK – 5, who are eligible for free or reduced-price meals in the National School Lunch Program (NSLP) can be claimed for reimbursement. **Milk served to paid students is *not* eligible for reimbursement.**

3. **Can SFAs participate in the State WSDMP and the Federal Special Milk Program (SMP)?**
   Yes. However, if the SFA operates both programs, it is the responsibility of the SFA to ensure the two programs are kept separate, including documentation to ensure accurate claims are submitted for both programs. Milk claimed under the WSDMP cannot also be claimed under the SMP and vice versa.

4. **Can we choose which grades and schools to participate in the program?**
   Students in grades PreK – 5 are eligible to be claimed. The SFA has the discretion to decide the grades and schools that will participate in the program. For example, a district may choose, based on class scheduling, to only offer the program to students in grades PreK – 3. A district may also choose to offer the program to students in PreK – 5 in School A and to students in PreK – 3 in School B.

   However, a district cannot allow for only some classrooms within a grade from a specific building to participate. All classrooms within a participating grade in a specific school must participate in the program.

5. **How much milk can be claimed per student?**
   Only one-half pint of milk (8 fluid ounces) can be claimed per student per day. It cannot be milk that was served during breakfast, lunch, or the Special Milk Program.

6. **What type of milk can be served and claimed in the WSDMP?**
   Wisconsin-produced whole milk, 2% milk, 1.5% milk, 1% milk, 0.5% milk, skim milk or chocolate milk can be served in the WSDMP. The Smart Snacks requirements must be met for milk served to paid status students.

7. **When is it acceptable to substitute juice for milk under the WSDMP?**
   Juice can only be served and claimed under the WSDMP when it is used as a substitute for a student with a milk allergy, metabolic disorder or other condition that prohibits the consumption of milk. The acceptable portion size for the juice substitute is 8 fluid ounces. Documentation does not need to come from a licensed medical practitioner, which is different from the Federal Child Nutrition Program requirements.

   Note: *DPI BSN approved milk substitutes, such as an approved soymilk beverage, are not allowed to be claimed in the WSDMP due to the differences in the Wisconsin State Statute from federal Child Nutrition Program regulations. Juice is the only eligible milk substitute.*

8. **What is the reimbursement rate for the milk claimed under the WSDMP?**
   The reimbursement that schools receive for the milk claimed under the WSDMP varies each year and is dependent on the state funding available and the previous statewide participation rate in the program. Reference the annual State Aid Payments memos for the most recent years' reimbursement rate.

9. **If we do not receive full reimbursement for the milk* served to students who qualify for free or reduced price, can we charge them to cover the remaining cost of the milk? Can the nonprofit school food service account absorb the difference?**
   No. The State reimbursement received after the WSDMP annual claim is processed may not cover the full cost of milk provided through the WSDMP. Since the nonprofit school food service account cannot absorb the cost of operating the program, a fund transfer using nonfederal funds would be required to cover any unfunded portion of the milk provided. Students who qualify for free milk under the WSDMP cannot be charged a fee for milk that is claimed for reimbursement. Therefore, the SFA must ensure there are sufficient non-federal funds to cover the cost difference.

   **This same method applies to any juice that is claimed for reimbursement.*

10. **How much should SFAs charge students who do not qualify for free or reduced priced meals? Can the nonprofit food service account (Fund 50 in public SFAs) absorb costs from the WSDMP?**
    The milk served to paid status students is not eligible for reimbursement and is considered a nonprogram food. The nonprofit school food service account cannot be used to cover the cost of milk served to paid students under the WSDMP. SFAs must charge paid students enough to cover the full cost of the milk (dairy cost and administrative costs for running the program).

    The Nonprogram Foods Revenue Tool is utilized to document and ensure the cost of the paid WSDMP milk is covered. On the Nonprogram Food Revenue Tool/Price Calculator set the price for WSDMP milk at $0.00, the tool will determine if the SFA is meeting nonprogram food requirements for all nonprogram foods. If SFAs do not want to charge households for milk, or the full cost of milk is not covered, a transfer from non-federal funds must be made into the nonprofit school food service account.

11. **How is the cost per half pint of milk determined for the *annual* WSDMP claim?**
    When determining the cost per half pint of milk for each *month* that milk is served for the WSDMP, the SFA should use the following formula:

Total dollar amount spent on milk that month ÷ Total number of milks purchased that month
= Average cost per half pint

When the WSDMP claim is submitted at the end of the year, the monthly averages would then be averaged to determine the cost per half pint of milk for the entire year.

*This same method applies to any juice that is claimed for reimbursement.

12. **What documentation needs to be maintained to support the *annual* WSDMP claim?**
To maintain an accurate counting and claiming system, each classroom that serves milk for the WSDMP must document daily which students receive a half pint of milk (or juice). Documentation of student eligibility information must be maintained to support the WSDMP claim. **The count must be taken at the time the milk is served to the student**. The daily Participation Prototype form, or similar record can be used. It is important that the person completing the checklist records which students take milk. Attendance or absentee records cannot be used to determine the daily milk count. A "back-out system" where the students who did not take milk is recorded and all other students are claimed, is also not an acceptable counting and claiming system. Documentation related to the monthly milk or juice costs as reported on the annual claim is to be maintained.

13. **Does the milk served need to come from Wisconsin?**
Yes, milk served in the WSDMP must be Wisconsin-produced, which means that all or part of the raw milk used by the milk processor was produced in the state of Wisconsin. Milk procurement documentation should include language requesting Wisconsin-produced milk. SFAs unable to procure Wisconsin produced milk may still participate as long as procurement documentation requesting Wisconsin procured milk is on file.

14. **What procurement procedures do schools follow to secure milk contracts?**
Depending on the value of the purchase, the schools have several procurement options.

Micro Purchase Method – May be used for purchases costing less than $10,000 per transaction. This method is a non-competitive form of procurement where small value procurements can be completed by the school quickly. The main requirement for this procurement method is the price must be reasonable based on research, experience, purchase history, or other documentation. Multiple purchases should be spread among similar vendors. This procurement method is ideal for small random/unexpected purchases, purchases that need to be made quickly due to outages, or for purchases for supplies that are purchased a few times a year for items such as brooms, mops, locks, or dish towels. This method is not meant for long-term contracts such as milk and prime vendor contracts. SFAs have the option to establish a higher local threshold up to $50,000. To increase the local threshold above $10,000, see the self-certification requirements on the Informal Procurement Webpage.

Small Purchase Method – May be used for purchases costing less than $250,000.
This method is a competitive form of procurement, often called three bids and a buy where schools can quickly and competitively purchase supplies and award contracts with a value of less than $250,000. This is the most common procurement method used. Schools can simply call, email, fax, or be in-person at the time of requesting the bid, provide the vendor/supplier enough information to submit a bid (verbal or written), and the school will award the contract/purchase to the lowest bidders meeting all the requirements of the bid. The bidder must also be a

responsible bidder; able and capable of providing the product or service being procured.

Formal Procurement Method – Must be used for purchases costing more than $250,000. This method is a competitive form of procurement and award contracts must be used to purchase supplies with a value greater than $250,000. What differentiates this procurement method from the Small Purchase Method is the requirement for submitted bids or proposals to be sealed. The procurement document, either Invitation for Bid (IFB) or Request for Proposal (RFP) must be written, procurement must be publicly advertised, and if an IFB is used then bids must be publicly opened. This is the only procurement method that can be used to award a cost-reimbursable plus a fixed fee contract.

Any school that participates in the WSDMP is encouraged to accept bids from local milk suppliers. For additional information and resources, see the Procurement Webpage.

15. **How is the claim for reimbursement submitted?**
    The WSDMP claim is submitted *annually* by August 31 (for prior fiscal year, July 1 – June 30). Submit the claim online through the Online Services Webpage. The WSDMP Claim Manual is found on the WSDMP Webpage.
    Note: The reimbursement payment will be processed by the end of the following fiscal year.

16. **How is the WSDMP revenue reported on the Annual Financial Report (AFR)**
    Only the state reimbursement received by your SFA is recorded under WSDMP Revenue on the AFR. State reimbursement is recorded in the school year it was received. Any student payments received in WSDMP for "paid status" students is reported as a Nonprogram Food Revenue.

17. **For Community Eligibility Provision (CEP) schools participating in WSDMP, how is eligible milk claimed?**
    For schools participating in the CEP, individual student eligibility information is required to claim eligible milk for reimbursement. CEP schools may use Direct Certification (DC), United States Department of Agriculture (USDA) meal applications, or the Alternate Household Income Form to certify students for free milk benefits. As a reminder, funds from the nonprofit school food service account may not be used to determine eligibility for the WSDMP in CEP schools. Use of CEP claiming percentages to determine free and reduced-price milk status is unallowable.