

Wisconsin Department of Public Instruction



June 2024

Announcements from the Special Milk Program (SMP)

Milk Record Workbook Training

The [Milk Record Workbook](#) is a tool to keep track of milk purchases, amount of milk served to eligible children, amount of milk served to adults, and any milk waste and carry-over for the month. The Department of Public Instruction (DPI) encourages all SMP agencies to utilize the Milk Record worksheet in the Excel format as it will calculate the numbers entered into the worksheet to determine the number of half-pints an agency can claim and calculate the half-pint cost for the agency.

A new milk workbook must be used each month. For the most current copy, download the [Milk Record Workbook](#) from our webpage each month.

Note: One half-pint is equal to one cup of milk and there are 16 half-pints in one gallon of milk.

Watch the webcast on the Milk Record Workbook located in the Recordkeeping & Reporting module of the [SMP e-Learning](#) course for detailed information on how to use the Milk Record Workbook.

REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's Claim Submission Deadlines visit [Claim Submission Deadlines](#).

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