

## Ohio's Special Milk Program Fact Sheet

### Who can apply to participate in the Special Milk Program (SMP)?

- ◆ Any school of high school grade or under recognized by the State of Ohio as operating under public or nonprofit private ownership;
- ◆ Any public or nonprofit classes of pre-primary grades when conducted in the aforementioned schools; and
- ◆ Any public or nonprofit, private licensed Residential Child Care Institution (RCCI).

**NOTE:** Schools participating in the National School Lunch Program (NSLP) cannot participate in the Special Milk Program, except for particular groups of students that do not receive lunches as part of the National School Lunch Program (such as a split-day kindergarten or preschool).

### What qualifies a student to participate?

Any student under age 21 who is enrolled in an eligible school or RCCI may participate. Additional benefits may be available to a student when his or her guardian submits a Free Milk Application. Based on the household size and income, the student may be eligible for free milk. Schools set their own prices for milk served to students who pay the full price (paid full-price), although they must operate their program as nonprofit.

### What are the program requirements?

The school or agency makes milk available to the participating students. A designated person counts the number of half-pints of milk served to students each day and records the totals on a daily worksheet. The monthly totals are reported to the Office of Nutrition (OON) in a Claim for Reimbursement. The most current reimbursement rates are available on the Ohio Department of Education Web site.

### What type of milk must be offered?

Milk should be offered in half-pint (8 ounce) servings. Schools or agencies may serve milk from gallons and calculate the number of half-pints served. Both white and flavored milk are acceptable. The use of low-fat milk is encouraged.

The school must choose one of the following methods of operating the Special Milk Program:

**Non-Pricing** – All students receive milk at no charge; the number of half-pints served is reported in the PAID category and the school or agency is reimbursed the number of half-pints times the PAID rate.

**Pricing with Free Milk** – The school or agency makes Free Milk Applications available to all households. Students eligible for free milk receive milk at no charge. Students not eligible for free milk, or students without an approved application, pay full price. The designated person counting the milk records milk served to eligible and ineligible students. The number of half-pints served to eligible students is claimed as FREE (and the school or agency is reimbursed the average cost of a half-pint OR the cost of the milk, whichever is less) and the number of half-pints served to ineligible students is claimed as PAID (and the school or agency is reimbursed the number of half-pints times the PAID rate).

**Pricing** – All students pay the same price for milk; the number of half-pints served is reported in the PAID category and the school or agency is reimbursed the number of half-pints times the PAID rate.

#### **What records must be kept?**

The following are required records that must be kept for three school years plus the current year:

- Daily counts of half-pints served (if applicable, to FREE and PAID students);
- If applicable, approved and denied Free Milk Applications;
- Invoices for milk purchased; and
- Monthly Inventory records.

To apply for the Special Milk Program or to obtain additional information, please contact the Office for Nutrition

**The Ohio Department of Education Office of Nutrition**  
**25 South Front Street; Mail Stop: 303 Columbus, OH 43215-4183**  
**(614) 466-2945 (614) 752-7613 (fax)**

Additional information, including current reimbursement rates and income eligibility guidelines, is available at:  
**[www.ode.state.oh.us](http://www.ode.state.oh.us)** or **[www.fns.usda.gov](http://www.fns.usda.gov)**

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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