

Electronic Mail

FY 2014 SPECIAL MILK PROGRAM APPLICATION – NON-SCHOOL PROGRAMS

Date: April 1, 2013

To: Authorized Representatives of the Special Milk Program – Non Schools

From: Amanda Kane RDN, CD, Director
Community Nutrition Programs

Subject: Fiscal Year (FY) 2014 Special Milk Program Application

The FY 2014 (May 1, 2013 – April 30, 2014) Special Milk Program (SMP) application is now available on-line. In order to participate in the SMP during the FY 2014 program year, you must complete and submit the application using the online system. Paper applications will not be accepted. The online SMP application can be found on the DPI website at http://fns.dpi.wi.gov/fns_online (*online services log-in; drop down box, contracts and claims*). If you are renewing your contract you can access the online application using the same password you currently use for online claiming.

An instruction manual is available to help you through the application process. It can be downloaded at http://fns.dpi.wi.gov/files/fns/pdf/NS_SMP_Online_Application_Manual.pdf (scroll down to SMP section). **Please read the manual carefully.** It provides step-by-step information on how to properly and fully complete the application. It is recommended that you print the manual first before starting the online application.

Since all applications are submitted electronically, agencies are now required to keep a paper copy of a signed PI-1480-AP, *SMP Permanent Agreement and Policy Statement for Nonschool Programs* on file. You only need to complete and sign this document one time, but it must be kept on file for as long as your agency participates in the SMP program. **Agencies that are renewing should already have a signed PI-1480-AP, *SMP Permanent Agreement and Policy Statement for Nonschool Programs* on file.**

All agencies are required to obtain and submit their **DUN & BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER**. Please refer to the attached memo on instructions for obtaining a DUNS number and how to enter the DUNS number into your SMP online application. The DPI cannot enter the number for you; your agency will be responsible for entering the number. Your online application for FY 2014 will NOT be approved until you have obtained and entered the DUNS number.

All agencies are required to submit their **Federal Employer Identification Number (FEIN)** as part of the application. Please submit a copy of your **IRS 501(c)3 or IRS form 990** to your assigned consultant for verification of your FEIN.

Upon approval, you will receive an approval letter via email. We will use the designated email address you provide in the online application, so please make sure that you have entered it accurately. The approval of your application will allow your agency to claim for SMP reimbursement for the period of May 1, 2013 to April 30, 2014.

Questions pertaining to the SMP non-school application process may be directed to Shiela Coulton at 608-267-9129 or shiela.coulton@dpi.wi.gov.

We look forward to your continued participation in the Special Milk Program.