

Documents Required For Special Milk Program (SMP) Review
Financial Fiscal Year
(FFY) 2016/2017
(May 1, 2016 – April 30, 2017)

Please send the following documents to the DPI reviewer

Administrative Documents

- Paper Reimbursement Claim ([PI-1409-NS-SMP](#))

- Dairy delivery slips and/or receipts for milk purchased

- [Milk Record Worksheet\(s\)](#)
 - Daily milk counts or tally sheets of milk served to eligible children
 - Daily milk counts or tally sheets of milk served to adults

- [Ethnic/Racial Data Collection Form\(s\)](#)

- [Civil Rights Training Attendance Log](#)

- [News Media Release](#); *including documentation of when and to which media outlet it was sent*

- Documentation on when and to which media outlet the release was sent; *the Department will accept a copy of an email exchange between the agency and the media outlet; a copy of a signed certified mail card; an affidavit signed by staff at the media outlet stating that the release was received*

- Copy of your last Special Milk Program Review report