

## Instructions for

# SPECIAL MILK PROGRAM DAILY MILK COUNT FORM

Sponsors of the Special Milk Program (SMP) must complete the Connecticut State Department of Education's (CSDE) Daily Milk Count Form for each day of operation. This form is available on the CSDE's [Forms](#) webpage in PDF and Excel. For audit purposes, completed monthly forms must be kept on file for a minimum of three years.

**INSTRUCTIONS:** Follow the steps below for completing the Daily Milk Count Form. A sample completed form is attached at the end of this document.

- **Name of Town or School:** Indicate the name of the town or school where the SMP is operated.
- **Agreement Number:** Indicate your sponsor agreement number. This is the six-digit number located on the top right of the Agreement for Child Programs (ED-099).
- **Month and Year:** Indicate the month and year.
- **Beginning Inventory:** Indicate the amount of milk (number of  $\frac{1}{2}$  pints) in inventory at the **start** of the first day of the month, i.e., before the day's milk delivery is recorded and before any milk is served. Add this figure to the amount of  $\frac{1}{2}$  pints of milk delivered (column 6) on day 1. If day 1 had no delivery, subtract the total  $\frac{1}{2}$  pints consumed on day 1 (column 5) from the beginning inventory and record this number in column 7 (Milk Leftover at End of Day).
- **Column 1:** Record the number of  $\frac{1}{2}$  pints of milk served each day to children who are in attendance, are eligible for free milk, and have applications on file with the school.
- **Column 2:** Record the number of  $\frac{1}{2}$  pints of milk served each day to children who pay for their milk, whose tuition fee includes the cost of milk, or who qualify for free milk and the cost is covered by the school.
- **Column 3:** Add the figures from columns 1 and 2 together.
- **Column 4:** Record the number of  $\frac{1}{2}$  pints of milk served to adults (19 years old and older). If milk is not served to adults, indicate "0." Also include in this total any  $\frac{1}{2}$  pints of milk used in cooking or discarded due to spoilage.
- **Column 5:** Add figures from columns 3 and 4 together.
- **Column 6:** Record the number of  $\frac{1}{2}$  pints of milk delivered on each day. If there is no milk delivery that day, indicate "0."
- **Column 7:** Record the actual number of  $\frac{1}{2}$  pints of milk left in the cooler at the end of each day. This number must reflect the addition from column 6 (Total Daily Milk Delivery) and subtraction from column 5 (Total  $\frac{1}{2}$  Pints Consumed Daily).
- **Totals:** Total each column for the month. Transfer the figures from columns 1 and 2 to the Online Claim Form. On the Online Claim Form, record the *column 1 total* in M5a and the *column 2 total* in M5b.

## TOTAL MONTHLY MILK CONSUMED

- A. **Beginning Inventory:** Enter the same number from the beginning inventory at the top of the form.
- B. **Month's Milk Purchases:** Enter column 6 total.
- C. **Total Milk Available:** Add *Beginning Inventory* (A) and *column 6 total* (B).

## INSTRUCTIONS FOR SMP DAILY MILK COUNT FORM, continued

- D. **Ending Milk Balance:** Enter the number from column 7 on the **LAST DAY** of the month.  
*Do not enter the total for column 7.*
- E. **Total Milk Consumed:** Subtract *Ending Milk Balance* (D) from *Total Milk Available* (C). This number must equal the total in column 5, and is the beginning inventory for the next month.

For additional technical assistance, contact the CSDE's [school nutrition programs](#) staff.



For more information, visit the CSDE's [Special Milk Program](#) webpage or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

*This document is available at*  
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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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