

Special Milk Requirements for Camp

<u>Item or Process</u>	<u>Due Date</u>	<u>Submit to DOE</u>	<u>Retain in File</u>
<u>CNPweb Packet for New Program Year</u> <ul style="list-style-type: none"> Fill out Sponsor Information Sheet Complete Site Information Sheet Mail in other documents starred on packet page 	Before your first claim for reimbursement	Online/Starred Documents Sent to Office	No
<u>Civil Rights Training</u> <ul style="list-style-type: none"> Complete quiz on inTEAM/Blackboard and print out Place “And Justice For All” poster in prominent place Train all staff involved in milk program, document attendance 	Annually	No	Yes
<u>Milk Worksheet</u> <ul style="list-style-type: none"> Use milk worksheet if student milk count is not taken at the point of service 	Monthly	No	Yes
<u>Claim for Reimbursement (CNPweb)</u>	Due within 60 days after the last day of the claim month	Online	No

Reminders

- ★ Update new Program Year in [CNPweb](#) when available
- ★ Complete the online [Civil Rights Training](#), print out the results, train staff, and document attendance
- ★ Make sure flyers, brochures, and main website page contains the [non-discrimination statement](#)
- ★ Get 3 quotes from milk vendors or local ads
- ★ Serve 1% or fat-free flavored or unflavored milk ONLY
- ★ Calculate claims through the milk worksheet if student milk count is not taken at point of service
- ★ Claim **ALL** milk served to kids and **NONE** of the milk served to adults
- ★ File monthly milk claims for reimbursement 60 days after the last day of the claim month
- ★ Maintain milk program paperwork for 3 years plus the current year including all milk invoices and/or receipts
- ★ Make milk accommodations for children with allergies or intolerances (See [milk substitutions page](#) for more information)
- ★ Do not discriminate or separate because of race, color, sex, national origin, age, or disability