



NH Department of Education

**Office of
Nutrition Programs
& Services**

Special Milk Program School Daily Milk Count Form

Daily Milk Count Form

Program sponsors must keep records that document adherence to all federal and state rules and regulations for the Special Milk Program (SMP), including daily participation of the SMP. Milk must be counted at the point of service.

Daily Milk Count Form Instructions:

1. Complete the Required SMP Participation Record Daily
2. Complete one record per month
3. Record the number of half pints served to students
4. Use the information recorded on this form for the monthly claim for reimbursement

All sites MUST use the NHED, ONPS Daily Milk Count Form



Special Milk Program: Daily Milk Count Form

<u>Month</u>	<u>Year</u>												<u>SFA/RA</u>						<u>School/Site</u>						<u>Class/Teacher/Room #</u>							
Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Person Responsible for Daily Count _____

Total Monthly Milk Counts	
Free	Paid

*Remember to keep all documentation for 3+ the current year