

Special Milk Program (SMP) Daily Milk Count Form

Indicate the **number of half pints (8 fluid ounces) of milk** served in the SMP. For instructions, refer to the Connecticut State Department of Education's (CSDE) [Instructions for the Special Milk Program \(SMP\) Daily Milk Count Form](#).

Name of town or school: _____ Agreement number: _____

Month and year: _____ **Beginning inventory:** _____

Column 1: Date	Column 2: Milk served to children: Free	Column 3: Milk served to children: Paid	Column 4: Milk served to children (column 2 plus column 3)	Column 5: Total milk served adults	Column 6: Total daily milk served (column 4 plus column 5)	Column 7: Total daily milk delivery	Column 8: Milk leftover at end of day
1							
2							
3							
4							
5							
6							
7							
8							
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10							
11							
12							
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23							
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25							
26							
27							
28							
29							
30							
31							
Total							

On the Online Claim Form, record the column 2 total (free milk) in M5a and the column 3 total (paid milk) in M5b.

- A. **Beginning Inventory** Number entered at top of form
- B. **Milk Purchases** Column 7 (Total daily milk delivery)
- C. **Total Milk Available** Add Beginning Inventory (A) and Milk Purchases (B)
- D. **Ending Milk Balance** Number from column 8 (Total daily milk delivery) on the **last day** of the month.
- E. **Total milk served** Subtract Ending Milk Balance (D) from Total Milk Available (C).
This number must equal the total in column 6.

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For more information on the SMP, visit the CSDE's [Special Milk Program](#) webpage or contact the [SMP staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This form is available at https://portal.ct.gov/-/media/sde/nutrition/smp/daily_milk_count_form_smp.pdf.

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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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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