

Site Information on Money Collection and Point-of-service Milk Count Systems for the Special Milk Program

School Year 2025-26 (July 1, 2025, through June 30, 2026)

Instructions

The “Site Information on Money Collection and Point-of-service Milk Count Systems Form for the Special Milk Program” is on page 6 of this document. Use “[Chart 1. Overview of Money Collection and Point-of-service Meal Count Systems](#)” on pages 3-4 to identify the type of money collection system and point-of-service system used at each school or site under the local educational agency (LEA) that participates in the U.S. Department of Agriculture’s [Special Milk Program \(SMP\)](#). Refer to the example on page 2. If the LEA requires more entries, attach additional pages as necessary.

If a site or school has multiple systems, identify all systems in the list. For example, if an elementary school has a point-of-sale (POS) system for grades K-5 and has a preschool classroom that uses a roster system, list both systems.

- Indicate the LEA’s name and sponsor agreement number for the Child Nutrition Programs (CNP).
- **Column A:** List the names of all district schools/sites, including interschool agreement sites. If the district uses the same money collection system and point-of-service system at all schools/sites, write the district name in column A, leave column B blank, and complete columns C-G.
- **Column B:** Indicate the site ID code. This is the number assigned to each school/site in the Connecticut State Department of Education’s (CSDE) [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System).
- **Column C:** Indicate the money collection system used at each school/site (refer to the letters in column 2 of [table 1](#)).
- **Column D:** Indicate the number for the type of point-of-service system used for **lunch** at each school/site (refer to the numbers in column 3 of [table 1](#)).
- **Column E:** Place an “X” in this column if milk at **lunch** is served outside of the cafeteria, e.g., in classroom or grab and go in a hallway.
- **Column F:** Indicate the number for the type of point-of-service used for **breakfast** at each school/site (refer to the numbers in column 3 of [table 1](#)).
- **Column G:** Place an “X” in this column if milk at **breakfast** is served outside of the cafeteria, e.g., in classroom or grab and go in a hallway.

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Upload the information on this form to the CSDE's [CNP System](#). **Do not send a hard copy of this form to the CSDE.**

Example

Column A School/site name <i>(include full-service sites with interschool agreement)</i>	Column B Site ID	Column C Money collection system	Column D Lunch: Point-of service system for milk	Column E Lunch: Indicate "X" if outside cafeteria	Column F Breakfast: Point-of service system for milk	Column G Breakfast: Indicate "X" if outside cafeteria
Example: ABC Elementary School	02	A	1	X	1	X
Example: ABC Elementary School Pre-K	02	A	5	X	5	X

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Chart 1. Overview of Money Collection and Point-of-service Meal Count Systems

This chart provides an overview of the different types of money collection and point-of-service meal count systems that LEAs may use for milk in the school nutrition programs. All money collection and point-of-service systems must prevent overt identification of eligible students. LEAs must contact the CSDE for prior approval to use any systems not listed below.

The point of service is the moment in the milk service where staff can accurately determine that a reimbursable milk has been served to an eligible child.

Note: Indicate the appropriate information in the “[Site Information on Money Collection and Point-of-service Milk Count Systems Form for the Special Milk Program](#)” on page 5. Select the money collection system (column 2) that best reflects each school’s operations and enter the letter in column C. Select the point-of-service meal count system (column 3) that best reflects each school’s operations and enter the letter in columns D and F.

Column 1: Category	Column 2: Money Collection System	Column 3: Point-of-Service Milk Count System
Computer/point-of-service system	A. Student brings money for milk either to pay in the line or to deposit in their computer account. Funds may also be deposited online. Student accounts are debited by the computer system as they receive their milk. Students eligible for free milk have accounts without cash balances, unless a la carte funds are deposited.	1. Student enters PIN, scans an ID card, scans fingerprint, or enters code in a keypad when they receive a milk. The computer system tallies the milk counts by category.
Ticket-based systems (not recommended)	B. Students buy coded tickets or receive free tickets. All categories are available at the same times and places. No announcement of category is made. Sufficient time and locations are available to prevent groups of children in line openly viewing the exchange process.	2. Coded tickets are surrendered when the milk is received. Students must have a ticket to receive milk. 3. Long-term (weekly) tickets are punched or marked, and a tally sheet is used to keep a count of the number of milks by category.

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Column 1: Category	Column 2: Money Collection System	Column 3: Point-of-Service Milk Count System
Roster-based systems (not recommended)	C. Students bring money for milk, and a roster or accounting form is marked to indicate the number of milks that have been pre-paid. Sufficient time and locations are available to prevent groups of children in line openly viewing the exchange process. Students eligible for free milk are marked as having paid.	4. Students are individually marked off on a check list or an accounting roster as they receive their milk. The checklist is coded so that milk categories can be determined but are not overt. The checklist may be the same form on which student payments have been entered.
Roster-based systems (not recommended)	D. Students bring money for milk in an envelope marked with their name. Students eligible for free milk also turn in an envelope. The money is recorded on a roster or accounting form.	5. Students turn in an identification card when they receive a milk. The cards are used to determine a count by category and are sorted by classroom and returned to children for the next day's milk or are available in the cafeteria.
Roster-based systems (not recommended)	E. All students either pay cash or charge milk at the time they receive them. Students eligible for free milk receive no bills.	6. A head count of total milk served is taken at the point of service.
Roster-based systems (not recommended)	F. No monies are collected because the school is operating a nonpricing program.	7. An approved alternative point-of-service count is taken and recorded. Alternative point-of-service counts require prior written approval by the CSDE.

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LEA name: _____ Agreement number: _____

Column A School/site name <i>(include full-service sites with interschool agreement)</i>	Column B Site ID	Column C Money collection system	Column D Lunch: Point-of service system for milk	Column E Lunch: Indicate "X" if outside cafeteria	Column F Breakfast: Point-of service system for milk	Column G Breakfast: Indicate "X" if outside cafeteria

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For more information, visit the CSDE's [Meal Counting and Claiming for School Nutrition Programs](#) 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 document is available at https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/mealcount/site_information_money_collection_point_of_service_milk_counts.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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