SPECIAL MILK PROGRAM DAILY COUNT FORM

Date:	School:	Milk Carry-Over:

Date	Milk Purchased	Cost	Paid & Non-Pricing Milk	Free Milk	Adult Milk
Total					
Milk Remaining:					

INSTRUCTIONS

Use the information recorded on this form for the monthly claim for reimbursement.

Milk Carry-Over: Record the number of half pints remaining from the previous month.
Date: Record the date of each milk service. If August and June operate for less than 10 days, record the numbers on the September and May claims.
Milk Purchased: Record the number of half pints purchased/delivered under the appropriate date. Record the total purchased/delivered for the month on the bottom of the form.
Cost: Record the invoice cost of milk purchased. Record the average cost per half pint (total cost divided by total number served) on the monthly claim.
Paid & Non-Pricing Milk: Record the number of half pints served to students not eligible for free milk or in non pricing programs. *Though milk is served at no cost to students in non-pricing programs, it is not reimbursed at the free rate.*
Free: Record the number of half pints served to students with approved applications for free milk.
Adult Milk: Record the number of half pints served to adults or for other non-reimbursable use. The minimum charge should be the cost of the milk.
Milk Remaining: Record the number of half pints remaining on the last day of the month. Transfer the number to the Milk Carry-Over section on the Daily Record Form for next month.

Maintain at District Office – Do Not Mail to State Agency

Revised 07/2012