



## Special Milk Program Claim Instructions for Pricing and Non-Pricing Program Sponsors

Montana OPI School Nutrition Programs  
Updated in April 2026

### General Program Information

The Special Milk Program (SMP) provides milk to children in schools, child care institutions and eligible camps that do not participate in other Federal child nutrition meal service programs (NSLP, SBP). The program reimburses sponsors for every ½ pint of milk they serve. The reimbursement is strictly limited to fluid milk served directly to students as a beverage, excluding any milk used for cooking, adult consumption, or as part of other federal meal service programs.

Schools or institutions must offer only pasteurized fluid types of fat free or low-fat (1%) milk. These milks must meet all State and local standards ([USDA SMP Fact Sheet](#)).

### Reimbursement Rates

#### SMP Reimbursement Rates for SY 2025-2026:

**Paid Milk:** 0.2675 cents per ½ pint

**Free Milk:** 0.3750 cents per ½ pint

### Claim Instructions

Please follow the instructions below to enter a claim.

1. Login to **MAPS** through the [OPI Secure Portal](#).

Montana Office of Public Instruction

## OPI Secure Portal

Sign Out

You can see the list of integrated applications [here](#). After checking the list, if you don't see the icon in your portal below, and you think you should see it, please contact the [OPI HelpDesk](#) (406) 444-0087 to get the app added to your portal.

Direct Certification Application (DCA) | Montana Agreement and Payment System (MAPS) | OPI Reporting Center | Perceptive

2. Click on **Claims - Claim SNP**

**School Nutrition Programs** MONTANA Agreement and Payment System

Applications | **Claims** | Compliance | Reports | Alerts & Training | Search | Programs | Year | Help | Log Out

Claims > School Year: 2026 - 2027

Item	Description
<b>Claim - SNP</b>	School Nutrition Program Claims
<a href="#">Claim - SSO</a>	Seamless Summer Option Claims
<a href="#">Claim - FFVP</a>	Fresh Fruit and Vegetable Program Claims
<a href="#">Claim - FUNDS for SNP</a>	Disbursement Of Funds Claims for SNP
<a href="#">Claim - FUNDS for SSO</a>	Disbursement Of Funds Claims for SSO
<a href="#">Claim - FUNDS for FFVP</a>	Disbursement Of Funds Claims for FFVP
<a href="#">Claim Rates</a>	View current claim rates
<a href="#">Payment Summary</a>	Summary of payments made to this Sponsor
<a href="#">Federal Awards Letter</a>	Federal Awards Letter to be used with the annual audit.

3. Click on the **Month** of the claims being entered. In this example, we will use March 2026.

**School Nutrition Programs** MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | Alerts & Training | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2025 - 2026

**2025 - 2026 SNP Claim Year Summary**

Type of Agency: Educational Institution  
Type of SNP Organization: School Milk Only

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2025					\$0.00
Aug 2025					\$0.00
<a href="#">Sep 2025</a>	0	Processed	11/03/2025	11/18/2025	\$163.44
<a href="#">Oct 2025</a>	0	Processed	11/18/2025	12/16/2025	\$82.12
<a href="#">Nov 2025</a>	0	Processed	12/08/2025	12/16/2025	\$64.20
<a href="#">Dec 2025</a>	0	Processed	01/12/2026	01/13/2026	\$70.35
<a href="#">Jan 2026</a>	0	Pending			\$99.51
<a href="#">Feb 2026</a>	0	Pending			\$94.70
<b>Mar 2026</b>					\$0.00
<a href="#">Apr 2026</a>					\$0.00
May 2026					\$0.00
Jun 2026					\$0.00
<b>Year to Date Totals</b>					<b>\$574.32</b>

[< Back](#)

4. Click **Add Original Claim**.

Type of Agency: Educational Institution  
Type of SNP Organization: School Milk Only

Claim Month: March 2026

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

[< Back](#) [Add Original Claim](#)

5. Click on the **Add** button next to the site claiming you'll be entering first.

DELETE

**2025 - 2026 SNP Claim Site List**

Type of Agency: Educational Institution  
Type of SNP Organization: School Milk Only

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2026	0				

Actions	Site #	Site Name	Errors	Status
<a href="#">Add</a>				
<a href="#">Add</a>				

[< Back](#) [Continue](#)

DELETE

6. Fill in the following information for the Special Milk Program claim. Then, click **Save**. Find tips for each section below the image.

VIEW | **MODIFY** | DELETE

### 2025 - 2026 SNP Site Claim Report

0591    Status: Active

Type of Agency: Educational Institution  
Type of SNP Organization: School Milk Only

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2026	0				

#### Special Milk Program

M1. Number of Fluid Milk ½ Pints Purchased:

M2. Total Cost of Fluid Milk Purchased This Month: \$

M3. Monthly Attendance:

M4. Number Operating Days:

M5. Reimbursable Milks Served (Students Only)

a. Free Milk Served:

b. Paid Milk Served:

c. Total Milk Reimbursable (a + b):

Created By:    n: 4/24/2026 10:53:30 AM    Modified By:    n: 4/24/2026 10:53:30 AM

VIEW | **MODIFY** | DELETE

**M1.** Enter the number of fluid milk you purchased in ½ pint quantities.

**M2.** Enter the total cost spent on fluid milk purchased.

**M3.** To obtain this value, multiply the site total enrollment of students \* total operating days (ie. 40 students enrolled \* 18 days of operation = 720).

**M4.** Enter the number of days the Special Milk Program operated during the claim month.

Entries differ for section M5. Please follow the instructions based on the type of Special Milk Program you are operating:

**For Non-Pricing Program Sponsors:**

M5. Enter the total number of reimbursable milks served **only** in the Paid Milk Served line (b).

**For Pricing Program Sponsors:**

M5. Enter the total number of reimbursable milks served **based on the eligibility type**; Free Milk Served in line (a) and Paid Milk Served in line (b).

- 7. Once claims are entered for all Special Milk Program sites and it shows **Validated**, then click **Continue**.

The screenshot displays a web application interface for managing Special Milk Program (SNP) claims. At the top right, there is a 'DELETE' link. The main heading is '2025 - 2026 SNP Claim Site List'. Below this, there is a summary box showing 'Type of Agency: Educational Institution' and 'Type of SNP Organization: School Milk Only'. A table with the following columns is shown: 'Month/Year Claimed', 'Adjustment Number', 'Date Received', 'Date Accepted', 'Date Processed', and 'Reason Code'. The first row contains 'Mar 2026' and '0'. Below this is another table with columns: 'Actions', 'Site #', 'Site Name', 'Errors', and 'Status'. Two rows are listed, both with 'Validated' status. The first row has 'View | Modify' actions and site number '0795'. The second row has 'View | Modify' actions and site number '1735'. At the bottom, there are '< Back' and 'Continue' buttons, with the 'Continue' button highlighted by a red box. A second 'DELETE' link is at the bottom right.

8. You will be brought to a page that summarizes the **Claim Reimbursement Total**. Click on the **Certification Check Box** and the **Submit for Payment** to finalize the claim submission process.

**School Nutrition Programs**  
**Claim Month Details for March 2026**

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Type of Agency: Educational Institution  
 Type of SNP Organization: School Milk Only

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2026	0				

**Sponsor Totals**

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
<b>Special Milk Program</b>			
Free	0	0.5251	0.00
Paid	602	0.2675	161.04
<b>Total</b>	<b>602</b>		<b>161.04</b>

**Claim Reimbursement Total** **161.04**

**Certification**

I certify that to the best of my knowledge, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

9. You have successfully submitted your Special Milk Program claim! 🎉