

Special Milk Program

The Special Milk Program is a reimbursement program for not for profit schools, camps, and/or institutions (known as recipient agencies) that are exempt from income tax and are established and operate for the care and training of children. Recipient agencies in the Special Milk Program may not participate in any other Federal meal service program.

Schools in the National School Lunch or School Breakfast Programs may only participate in the Special Milk Program to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs.

- The Special Milk program runs from July 1st to June 30th of each year.
- Each participant must have an agreement on file.
- Annually an application must be submitted by June 30th. The application can be found on the OGS website at: <http://ogs.ny.gov/BU/SS/GDF/Docs/MilkApplication.pdf>
- Completely fill out Sections 1-19 and return to OGS Food Distribution.
- The Federal reimbursement rate is currently \$0.1975 or 19 ¾ cents per half pint. This rate is effective July 1, 2016 to June 30, 2017.
- The types of milk that can be offered are pasteurized fluid types of fat free, low-fat (1%) milk, skim milk, buttermilk, Lactaid, and flavored milk made from fluid types of milk.

Claims Process

- The reimbursement claim can be found on the OGS Food distribution website at: <http://ogs.ny.gov/BU/SS/GDF/Docs/2015/SpecialMilkReimbursementClaimForm.pdf>
- The reconciliation form can be found on the OGS Food Distribution website at: <http://ogs.ny.gov/BU/SS/GDF/Docs/MilkReconciliationForm.pdf>
- Completely fill out sections 1-10 and 12 on the claim form.
- Claims must be received by the 10th of every month following the period of the covered claim.
- Separate/consolidated claims must be filed for each month.
- Along with the claim form submit the reconciliation form, and copies of all dated milk receipts/bills that clearly identify the type and size of milk that was purchased.
- Claims can be submitted via: mail fax (518-486-5660); e-mail OGS.sm.OGSDonatedFoods@ogs.ny.gov or U.S. mail at:
NYS OGS Food Distribution
Empire State Plaza, Room C120
Albany, NY 12242