

Wisconsin Department of Public Instruction (DPI)
Community Nutrition Team
608-267-9129
cnt@dpi.wi.gov

Non-School Special Milk Program Contract Manual

March 2023

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New Agencies

To participate in the Non-School Special Milk Program you must be a non-profit agency.

If you do not have a six-digit agency code provided by the Community Nutrition Team at DPI, and this is your first time entering a contract for Community Nutrition Programs, please follow these instructions:

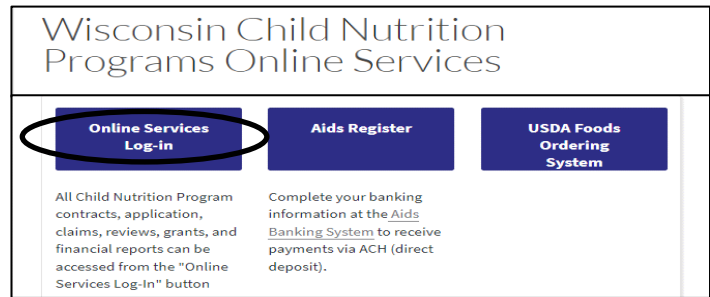
1. New agencies need to contact DPI Community Nutrition Team at 608-267-9129 or cnt@dpi.wi.gov to receive a *temporary* agency code and a *temporary* password.
2. Follow the instructions in the rest of this manual. Use this temporary agency code and the temporary password to log-in.
3. After your agency's contract is approved by the DPI, your agency will be assigned a permanent agency code and password. A separate email containing the agency's log-in password will be sent to your agency and the email will provide instructions on completing the Aids Banking System Information. The Aids Banking Information must be completed before final approval of the contract. After the Aids Banking Information is completed, your agency will receive an email indicating final approval of the SMP contract.
4. An agency that is currently participating in another USDA Child Nutrition Program such as the Summer Food Service Program or the Child and Adult Care Food Program, will use its assigned agency code and password. Contact the DPI to discuss adding SMP sites.
5. If you need to make changes to your contract between the time that you enter it and the time that a consultant begins to approve it, you may continue to access the site using your temporary agency code and temporary password. Once the consultant starts reviewing your contract, you will not be able to make any changes until it is approved.
6. Once your contract is approved, you will receive an email notification with a *permanent* agency code and a *permanent* password. At that point, you will **no longer** be able to use the temporary log-in information. Using your *permanent* log-in information, you will be able to access the site and view or modify your contract at any time.

Unique Entity Identifier (UEI)

All organizations that receive funding from the Federal government are required to have a Unique Entity Identifier (UEI) from [SAM.gov](https://sam.gov). This is a unique 12-character alphanumeric value assigned, managed, and owned by the Federal government. SAM.gov is the system that assigns it. The Unique Entity ID (SAM) validates your organization's legal business name and address. This will only need to be entered once, even if your agency participates in multiple Child Nutrition Programs.

How to report your UEI to DPI's Child Nutrition Programs:

1. Go to the *Child Nutrition Programs [Online Services](#)* and select the button for *Online Services Log-in*.



2. Log in using your temporary Agency Code and temporary Password.

3. Select **“Other Services”** from the blue menu bar at the top of the screen.



4. Select **“Unique Entity ID (SAM)”** from the menu bar.



5. Enter your agency's information in the required fields.

6. Fill out your name, phone number and email address, and select **“I Agree”** in the CERTIFICATION section at the bottom of the page.

7. Click the **“Submit”** button at the bottom of the screen. You will receive a confirmation screen which will indicate that your information has been received.

Unique Entity ID (SAM) Update Information

The Unique Entity ID (SAM) is a unique 12-character alphanumeric value assigned, managed, and owned by the federal government. SAM.gov is the system that assigns it. The Unique Entity ID (SAM) validates your organization's legal business name and address. More information can be found at [SAM.gov](#)

Unique Entity ID (SAM)

Confirm Unique Entity ID (SAM)

Enter your agency's physical address as it was entered in SAM.gov

Physical Address

City State: Zip

CERTIFICATION

I HEREBY CERTIFY to the best of my knowledge that this information is true, correct, that records are available to support the information.

First Name Last Name

Phone Number

Email

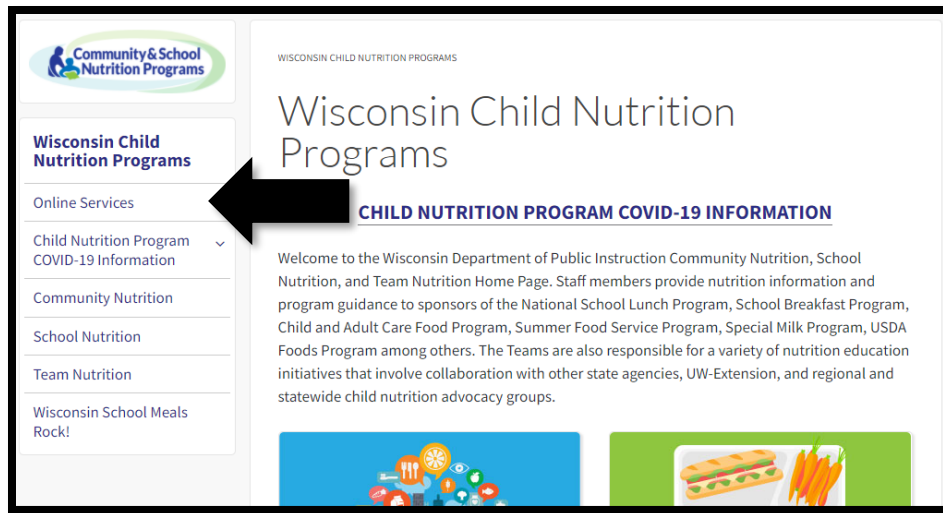
I Agree

Note to All Agencies:

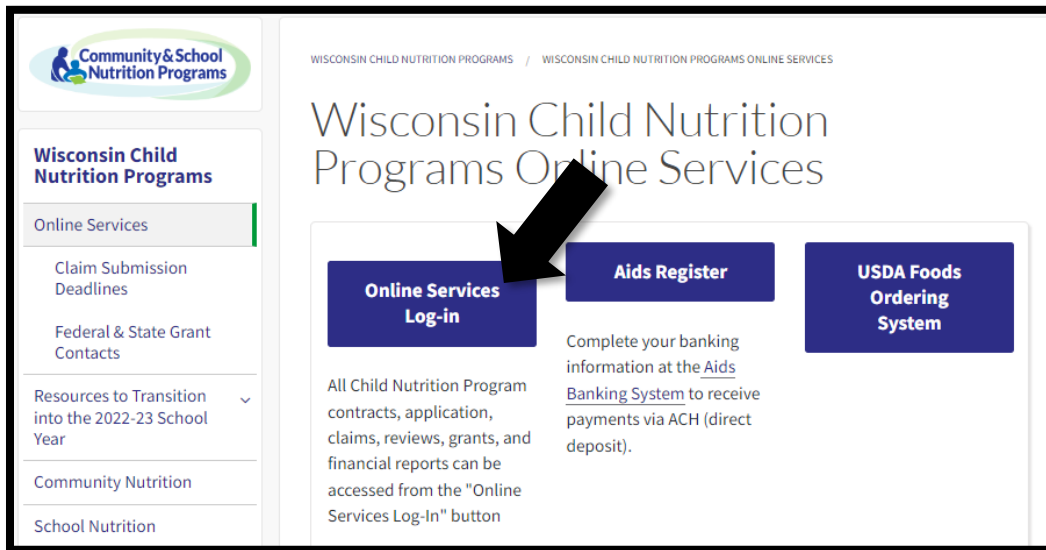
Prior to completing your online contract, read through the [Permanent Agreement/Policy Statement](#) for the Non-School Special Milk Agencies

Entering the Wisconsin Child Nutrition Programs Online Services

1. Go to the [Wisconsin Child Nutrition Programs](#). Click “**Online Services**” on the left navigation bar, which will bring you to the Online Services webpage.



2. On the Online Services page, click on the “**Online Services Log-in**” button.



We suggest you bookmark the Wisconsin Child Nutrition Online Services Webpage Online Services is where agencies update their contract and submit claims.

3. After clicking on the “Online Services Log-in” button, this is the Online Services log in screen.

The screenshot shows the login interface for the Wisconsin Department of Public Instruction's Child Nutrition Programs. At the top left is the Wisconsin Department of Public Instruction logo. The main heading is "Wisconsin Child Nutrition Programs" with a sub-heading "Community & School Nutrition Programs". Below this is a welcome message: "Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Online Services." The login form includes two input fields: "Agency Code" and "Password", followed by a green "Login" button. At the bottom, there is a footer with the text "Please do not bookmark this log-in webpage" and contact information for the Wisconsin Department of Public Instruction, including the name Jill K. Underly, Ph.D., State Superintendent, and the address 125 S. Webster Street, Madison, WI 53703.

Do not bookmark this webpage. If you wish to bookmark, please go back to Step 2 and bookmark that page.

4. Enter your **Agency Code** – This is your six-digit agency code.
 - a. Do not use hyphens – use only the numerals in the agency code.
 - b. Do not enter leading zeroes: For example, if your agency code is “012345”, only enter “12345”.
5. Enter your agency-specific **Password**; this is the password assigned to you by DPI. If you have forgotten this password, please see the section Troubleshooting at the end of this document.
6. Click the “**Submit**” button.

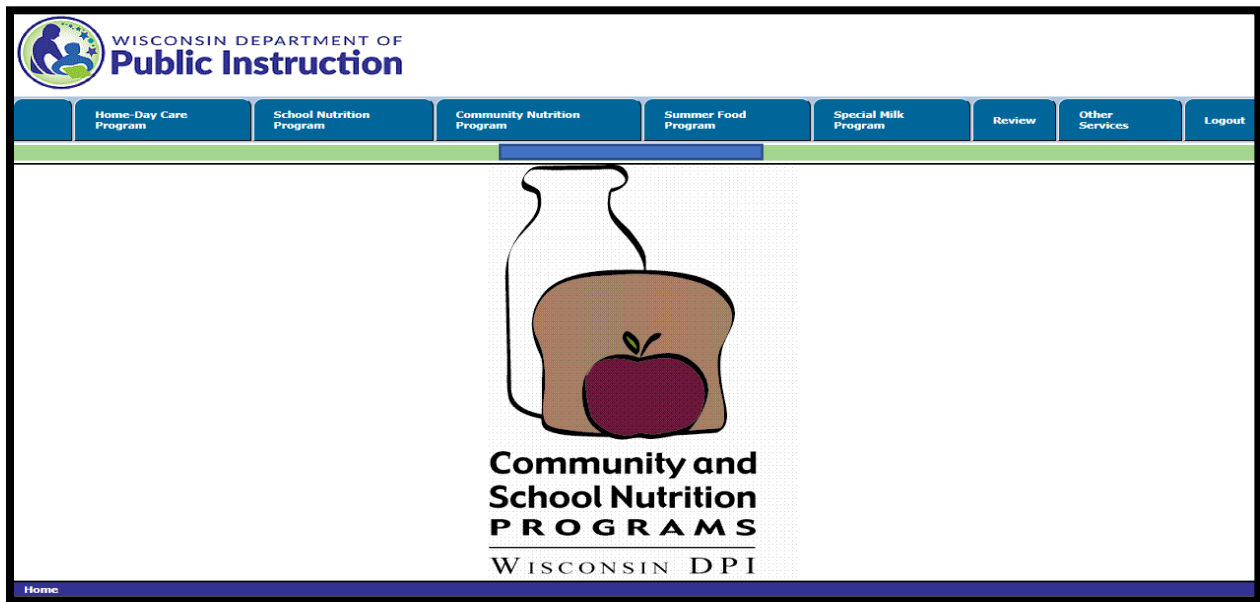
Notes:

Time limit on entering data – A timer starts from the moment you log in. If no activity occurs for 30 minutes, you will receive an error message and need to return to the main “Log In” screen. Any movement on a page at all (such as going from one screen to another or moving to another entry field on the same page) will reset the 30-minute timer.

Your contract is not submitted to DPI until you click on “Submit Contract” button on the last screen. To submit your contract to DPI, you must click “Continue” through the entire contract and click on “Submit” at the end. If you log out or close the website without clicking “Submit” – your contract will remain open for editing, and DPI will not be able to review or approve it.

How to Navigate the System

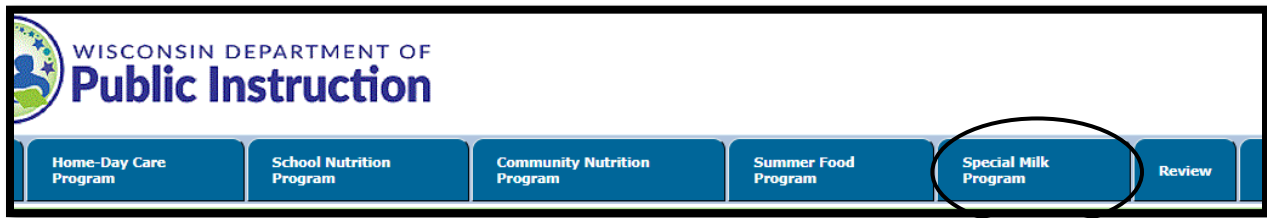
Once you are logged in, a menu of options will appear at the top of the screen.



On this screen, the menu bar has the following menu options:

- Home-Day Care Program: For home day care providers only.
- School Nutrition Program: For school agencies participating in School Nutrition Programs.
- Community Nutrition Program: For agencies participating in the Child and Adult Care Food Program (CACFP).
- Summer Food Program: For agencies participating in the Summer Food Service Program (SFSP).
- **Special Milk Program: For agencies (school or non-school) participating in the Special Milk Program.**
- Review: For CACFP users.
- Other Services: This button links to the Unique Entity ID entry page for agencies new to the DPI Child Nutrition Programs.
- Log Out: This is where you can click, at any page on the website, to log out of your account. Be sure to click Logout every time you exit the online claiming portal.

1. Click the button on the tab titled “Special Milk Program.”



On this screen, you can see the following menu options:

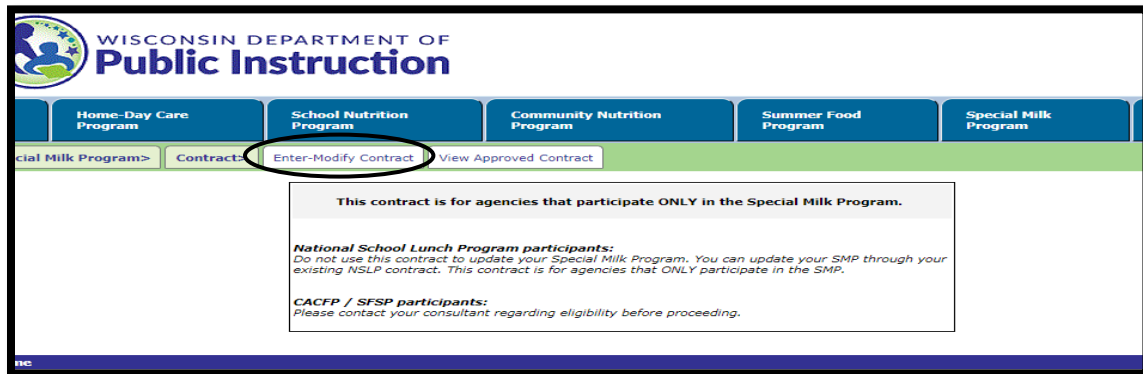
Claim Reimbursement - Use to enter Special Milk Program reimbursement claims, revise unpaid claims and review paid claims for all programs from this link. Instructions for claims are in the [Non-School SMP Claim Manual](#).

Contract – Use “Enter-Modify Contract” to enter or renew your contract. Use “View Approved Contract” to view and print the contract.

2. Click on “Contract” menu option.



3. Click on “Enter-Modify Contract” menu option.



Entering the Special Milk Program Contract

To print your contract, you will need to print each screen, either as you go through and enter the information, or by logging in again and going through and printing each screen.

Contract Preparer/Enterer

You will need to fill out this information each time you enter the contract to help DPI track changes made to the contract. An email address for the contract preparer is required.


Note: When entering a phone number and phone extensions, do not enter any symbols (such as -, () or/) or spaces in the field. Enter numerals only. If there is no phone extension, leave the field blank.

**Special Milk Program 2023-2024 Application
Contract Enterer Information**

[Contract Preparer/Enterer Information]

Please fill in all requested information. It will be used to contact the agency for any questions regarding the submitted Application.

First Name	<input type="text"/>		Last Name	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>	Extension	<input type="text"/>
Email	<input type="text"/>			

 **CONTINUE**

General Information

Note: All fields must be completed.

Part 1: General Information

1. **Agency Name:** This is the name of the agency that is contracting with DPI. If you have multiple locations (sites), this will be the name of the organization that runs all of the different sites.
2. **Federal Employer Identification Number (FEIN):** Enter the agency's Federal Employee Identification Number.
3. **County:** Select the county your agency resides in.
4. **Type of SFA/Sponsoring Agency:** Please select whether your agency is public or private.
5. **Sponsoring Agency Description:** Select the type of agency your organization is. Please do not select "School Agencies" as this contract is for non-school agencies.
6. **School Agency Enrollment** (only include those with access to the milk program): For non-school contracts leave blank.
7. **Agency Street Address:** For **Agency Street Address**, enter the street address for the agency, not a PO Box.
8. **Mailing Address:** Enter the mailing address to be used for DPI mailings. You must enter this, even if it is the same as the agency address. You may use a P.O. Box in this field.

**Special Milk Program 2023-2024 Application
General Information**

To apply for participation in the Special Milk Program complete the application along with school/site(s) information and submit it to DPI. Collection of this information is a requirement of the SMP.

Note: Enter numbers without dashes.

General Information

Agency Name <input style="width: 90%;" type="text" value="ABC Child Care"/>	Federal Employer Identification Number <input style="width: 90%;" type="text" value="99999999"/>
Unique Entity ID (SAM) <input style="width: 90%;" type="text"/>	
County <input style="width: 80%;" type="text" value="Dane"/>	Type of SFA/Sponsoring Agency <input style="width: 80%;" type="text" value="Private"/>
Sponsoring Agency Description	
<input type="radio"/> Child Care Institution	
<input type="radio"/> Outside of School Hours Care Centers	
<input type="radio"/> School Agencies	
<input checked="" type="radio"/> Nonprofit Summer Camp for Children	
<input type="radio"/> Homeless Feeding Site	
<input type="radio"/> Other	
School Agency Enrollment (only include those with access to the milk program) <input style="width: 90%;" type="text" value="0"/>	
Agency Street Address	
Street Address <input style="width: 90%;" type="text" value="123 Apple Lane"/>	
City <input style="width: 80%;" type="text" value="Madison"/>	Zip <input style="width: 80%;" type="text" value="53703"/>


Part 2: Agency Contacts Information

1. **Authorized Representative:** The authorized representative of your agency is the person who is authorized to make this contract with DPI. This person must list an email address.
2. **Secondary Contact:** Please list the person who enters the monthly Special Milk Program claims for reimbursement or someone who is responsible for the Special Milk Program claim.

Agency Contacts	
Authorized Representative	
Title	<input type="text" value="Business Manager"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>
Secondary Contact	
Title	<input type="text" value="None"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

Part 3: Milk Plan Information

1. This section is where you will select **Non-Pricing Plan**. Participating on the Non-school Special Milk Program means you do not charge students for milk. You must also select "None" under the Pricing Plan Section.

Milk Plan Information	
Type of Plan	
<input checked="" type="radio"/> Nonpricing Plan	Milk is not sold to children, but is provided without charge or included in tuition or boarding fees or paid by private donation or endowment
<input type="radio"/> Pricing Plan	Milk is sold to children under a separate established charge and maximum use is made of program reimbursements to reduce to the extent possible, the price per half pint which children pay for milk.
Check One: Agency's option regarding milk for needy students. <i>(The provision of milk free to children eligible for free milk is not a requirement under a pricing plan, it is a local option.)</i>	
<input type="radio"/>	Milk available under the Special Milk Program will not be provided free to children eligible for free milk; all children will be charged the same price and in accordance with the appropriate Policy Statement.
<input type="radio"/>	Milk available under the Special Milk Program will be provided free to children eligible for free milk in accordance with the appropriate Policy Statement, and children not eligible for free milk will pay the established price
<input checked="" type="radio"/>	None
Indicate Student Milk Charge. Enter the student milk charge and corresponding billing frequency from drop-down list. (1/2-pint cost + \$0.02-\$0.05 (administrative costs) - federal reimbursement = 1/2 pint price)	
Student Milk Charge(\$)	<input type="text" value="0"/>
Billing Frequency	<input type="text" value="v"/>
Explain Other	<input type="text"/>
 CONTINUE	

2. When you have entered information in all the fields, click the “Continue” button. If any information is missing, you will be returned to the page with a “Validation Error” – the error will list what information is missing.

**Special Milk Program 2023-2024 Application
General Information**

[Redacted]

Validation Error:- You must correct the following error(s) before proceeding:

- **Federal Employer Identification Number can not be less than 9 characters.**
- **Street/P.O. Box is required.**

Policy Statement

Part 1: Milk Accountability Statement

Each agency must select how they will account for the milk that is being served to the children. You can select number 1, 2, 3, or 4. If number 4 is selected, be sure to include a description of how your agency will obtain and maintain accurate daily records of milk served. The accountability statement that you choose will be verified during the contract review by the DPI consultant and during the administrative review that DPI completes. If you are renewing the contract for the new FY, make sure the statement that is selected still applies to your agency’s procedures.

**Special Milk Program 2023-2024 Application
Policy Statement**

[Redacted]

Accountability for Milk Served

TO ENSURE AN ACCURATE DAILY COUNT of all milk served in the Special Milk Program, the following record keeping method(s) and procedures will be used to obtain the number of half-pints* of milk served to children and adults and to substantiate the number of half-pints* served to children as reported on the monthly reimbursement claims. Special Milk Program sponsor claims will be audited periodically.

Check the one procedure used to obtain and maintain accurate daily records of half-pints of milk served at each site. Counting systems based on averages or percentages are not permitted.

1. The milk is reported for reimbursement based on a point-of-service daily count of half pints served to children (per definition) within each calendar month; minus the number of half pints of milk recorded as waste. No milk is purchased for or served to adults.
2. The milk is reported for reimbursement based on a point-of-service daily count of half pints served to children (per definition) within each calendar month; minus the number of half pints of milk recorded as waste and minus the number of half pints served to adults.
3. The milk is reported for reimbursement based on an actual point-of-service daily count. An **actual** daily count is taken of the number of half-pint cartons of milk served to the children and adults respectively by a ticket system, check off system, or token system. (This method would only be acceptable if milk is purchased in half-pint cartons.)
4. None of the methods above describe our accountability system.

Describe other method used to obtain and maintain accurate daily records of milk served.

[Redacted]

Part 2: Milk Certification

Each agency must select all the boxes certifying that the type of milk served to participants meets the SMP requirements.

Fluid milk and non-dairy fluid milk substitutes served must meet the requirements as outlined in §215.7a.

Types of fluid milk. All fluid milk served in the Program must be pasteurized fluid milk which meets State and local standards for such milk, have vitamins A and D at levels specified by the Food and Drug Administration, and must be consistent with State and local standards for such milk. Fluid milk must also meet the following requirements:

- Children 1 year old. Children one year of age must be served unflavored whole milk.
- Children 2 through 5 years old. Children two through five years old must be served either unflavored low-fat (1 percent) or unflavored fat-free (skim) milk
- Children 6 years old and older. Children six years old and older must be served low-fat (1 percent fat or less) or fat-free (skim) milk. Milk may be unflavored or flavored.

Reimbursable milks for children two years old and older include low-fat or fat-free milk, low-fat or fat-free lactose reduced milk, low-fat or fat-free lactose free milk, low-fat or fat-free buttermilk, or low-fat or fat-free acidified milk. All milk must be pasteurized fluid milk that meets State and local standards.

Check all boxes below to certify that your agency will serve the type of milk that meets the Special Milk Program requirements.

- Children 1 year old. Children one year of age must be served unflavored whole milk.
- Children 2 through 5 years old. Children two through five years old must be served either unflavored low-fat (1 percent) or unflavored fat-free (skim) milk.
- Children 6 years old and older. Children six years old and older must be served low-fat (1 percent fat or less) or fat-free (skim) milk. Milk may be unflavored or flavored.

Part 3: Single Audit

Each agency must indicate if they did or did not expend \$750,000 or more in federal funds during the prior Federal Fiscal Year.

Any non-profit or public entity that expends \$750,000 or more in federal funds during a fiscal year is required to have a Single Audit completed. If your agency meets this requirement, a copy of the audit is to be submitted to: DPI Community Nutrition Programs, Special Milk Program, P.O. Box 7841, Madison, WI 53707-7841.

Did applicant expend \$750,000 or more in total Federal awards during the prior Federal Fiscal Year ? Yes No

Any non-profit or public entity that expends \$750,000 or more in federal funds during a fiscal year is required to have a Single Audit completed. If your agency meets this requirement, a copy of the audit is to be submitted to: DPI Community Nutrition Programs, Special Milk Program, P.O. Box 7841, Madison, WI 53707-7841.

Once you have updated all your agency's information, click the "Continue" button.

Schedule A – Participating Sites

1. Enter details about each site in the agency that participates in the Special Milk Program.
2. **New Agencies:**
On the Schedule A – Participating Site(s) page, no sites will be listed like the image below. Select “New Record” to enter your first site. If this is your first time entering your contract, none of the data fields will be filled on the new record.

Special Milk Program 2023-2024 Application
Schedule A - Participating Site(s)

List each school/site participating in the Special Milk Program covered by this application.

Renewing Sponsors: Click on the Site No. or Site Name to open and update the site information. Each site must annually update the start and end dates.

Adding Site(s): To add a new site to the contract, click the Add New Site(s) button. Complete the form and click save.

Deleting Site(s): Click on the Site No. or Site Name to open the form. Select the Delete button at the bottom of the page.

Site No.	Site Name	Start Date	End Date		
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[ADD NEW SITE\(S\)](#) [CONTINUE](#)

[\[General Information\]](#) [\[Policy Statement\]](#)

Renewing Agencies:

If you are an existing agency on the Special Milk Program, your list of existing sites will appear in the Schedule A. Update the site information using the Site No. or Site Name hyperlinks.

Special Milk Program 2023-2024 Application
Schedule A - Participating Site(s)

List each school/site participating in the Special Milk Program covered by this application.

Renewing Sponsors: Click on the Site No. or Site Name to open and update the site information. Each site must annually update the start and end dates.

Adding Site(s): To add a new site to the contract, click the Add New Site(s) button. Complete the form and click save.

Deleting Site(s): Click on the Site No. or Site Name to open the form. Select the Delete button at the bottom of the page.

Site No.	Site Name	Start Date	End Date		
13885	Wisconsin Lions Camp	6/19/24	8/5/24		

[ADD NEW SITE\(S\)](#) [CONTINUE](#)

[\[General Information\]](#) [\[Policy Statement\]](#)

Select “New Record” only for new sites.

Note: Your agency will receive a validation error if you try to move forward without making any changes to the Schedule A Participating Site(s) page. Every agency must update their operation start and end dates on the Schedule A Participating Site(s) page.

3. **General Information:** Enter the information for this particular site of your agency. Each site needs to be entered and updated separately.
 - Enter the start and end dates for the program for this site.
 - Camp sites enter actual dates of operation and not entire fiscal year.

Note: The Fiscal Year for the Non-School Special Milk Program is May 1 – April 30.

**Special Milk Program 2023-2024 Application
Schedule (A) - Add Site Application**

General Information: *Enter numbers without dashes.*

Site Name	<input type="text" value="Sample Site"/>	Phone	<input type="text" value="0000000000"/>
Street Address	<input type="text" value="123 Fun Street"/>	City	<input type="text" value="Fun City"/>
		State	<input type="text" value="Wisconsin"/> ▼
	<input type="text" value="12345"/>	Zip	
Site Program Start Date	<input type="text" value="05"/> / <input type="text" value="1"/> / <input type="text" value="2023"/>	[MM/DD/YYYY]	
Site Program End Date	<input type="text" value="04"/> / <input type="text" value="30"/> / <input type="text" value="2024"/>	[MM/DD/YYYY]	

Grades/Serving Estimate Information:
(Provide information based on your type of agency. If you are school you do not provide information in column 2. and vice versa.)

1. Grades in Building (Only Applicable to School)		OR 2. Estimated No. to be Served Per Day (Only applicable to Nonschool Sponsors)	
From:	<input type="text" value="None"/> ▼	Children Under 19 Served Per Day	<input type="text" value="30"/>
To:	<input type="text" value="None"/> ▼	Adults Served Per Day	<input type="text" value="5"/>

Check all USDA Program in which this site participates:

None
 National School Lunch Program
 Child and Adult Care Food Program
 Summer Food Service Program
 School Breakfast Program

SAVE

[\[General Information\]](#) [\[Policy Statement\]](#) [\[Site\(s\) Listing\]](#)

4. **Grades/Serving Estimate Information:** Leave Column 1 blank. In Column 2, enter the estimated number of children under 19 served per day and estimated number of adults served per day.
5. **Other USDA programs:** Select any other programs that this site participates in.
6. Once you have finished filling in the information on this page, click the “Save” button. This will return you to Schedule A, where you will now see a list of the sites you entered.

**Special Milk Program 2023-2024 Application
Schedule A - Participating Site(s)**

[Redacted]



List each school/site participating in the Special Milk Program covered by this application.

Renewing Sponsors: Click on the Site No. or Site Name to open and update the site information. Each site must annually update the start and end dates.

Adding Site(s): To add a new site to the contract, click the Add New Site(s) button. Complete the form and click save.

Deleting Site(s): Click on the Site No. or Site Name to open the form. Select the Delete button at the bottom of the page.

Site No.	Site Name	Start Date	End Date	
34869	Sample Site	5/1/23	4/30/24	NEW

[\[General Information\]](#) [\[Policy Statement\]](#)

7. **Additional Sites:** If your agency has more than one site, you will need to repeat this process for each site.
8. **Deleting a Site:** If you need to delete a site (for example, if one site has closed), click on the name of the site to access it, and then click the “Delete” button at the bottom of the page.
9. When you have entered all your sites, click the “Continue” button at the bottom of Schedule A. This will bring you to Certification.

Certification

At the Certification, you are asked to agree that the information in your contract is truthful and in compliance with federal regulations, as stated in the [Permanent Agreement](#), found on the Certification page.

Special Milk Program 2023-2024 Application
Contract and Agreement Certification

[For School Food Authority](#) [For Non-School Agency](#)

[Click Here to View Permanent Agreement](#) [Click Here to View Permanent Agreement](#)

CERTIFICATION

I certify that all the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.

I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.

I agree to abide by the terms and conditions of the Contract and Permanent Agreement

By checking this box, I have read and agree to the above certification and permanent agreement of the Special Milk Program

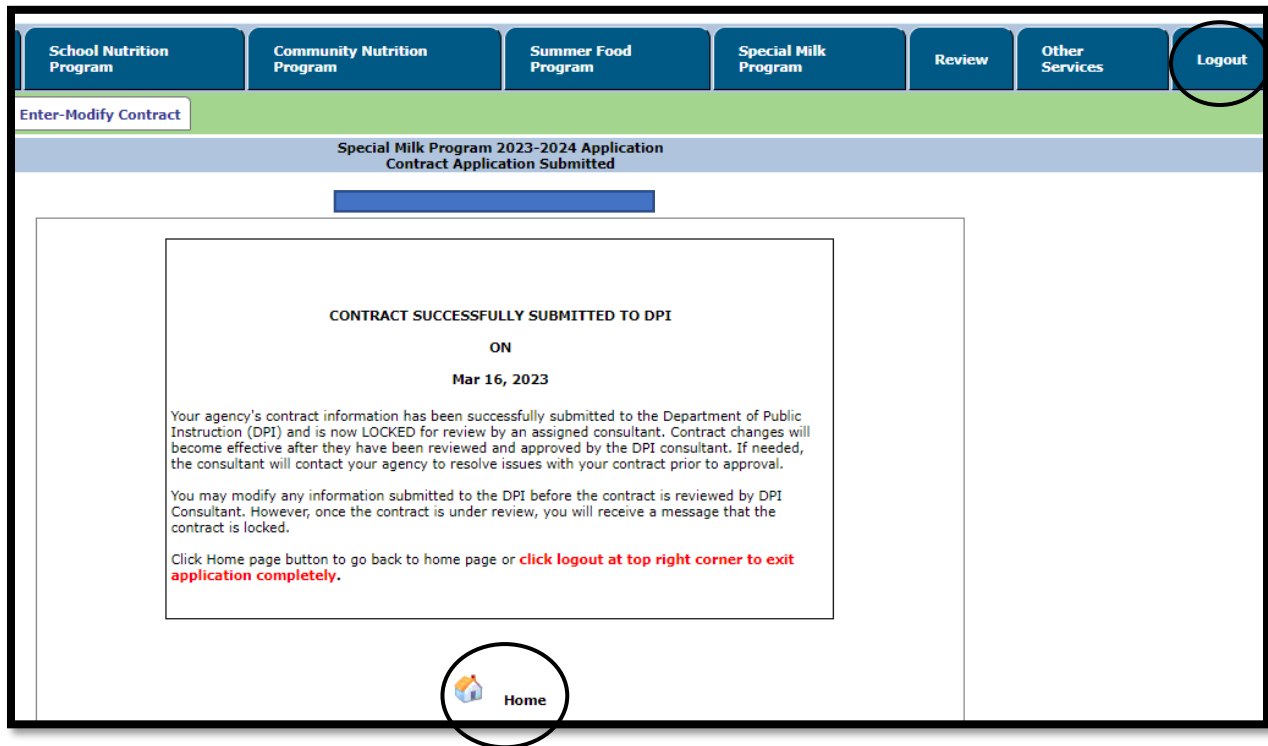
[Submit](#)

[\[General Information\]](#) [\[Policy Statement\]](#) [\[Site\(s\) Listing\]](#)

If you agree, you will need to check the box that says, “**I agree to Certification**”, and then you are ready to submit your contract by clicking on “**Submit**”.

Confirmation

Once you have clicked “Submit,” you will receive a Confirmation screen that will look like this:



1. Print the confirmation page for your records.
2. Click “**Home**” to return to the Menu for further modifications.
3. Click on the blue “**Logout**” button at the top right to exit the FNS system.
4. Once you submit your contract you will not be able to make changes to it without contacting your assigned consultant to unlock the contract for you. Once your contract is approved, you may also make changes at any point. **Make sure you follow the contract through until the end and submit it to DPI; otherwise, changes will not be saved.**

Troubleshooting

1. **If you forget your password:** Contact: Jacque Darrow at 608-267-9134 or Jacqueline.darrow@dpi.wi.gov.
2. **To change your password:** Contact: Jacque Darrow at 608-267-9134 or Jacqueline.darrow@dpi.wi.gov. Changing this password will change the password for all related child nutrition applications including claims for reimbursement, contract access, etc. If you change your agency's password, you may need to notify other staff in your agency who need to use those functions of the new password.
3. **To return to a prior page/screen,** click on one of the links at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a **different color** than the regular printing on the entry pages. If you click on the "Back" icon at the top of the screen, your data will *not* be saved from the screen you are currently on.
4. **To print your contract,** you will need to print each screen, either as you go through and enter the information, or by logging in again and going through and printing each screen. **Remember** to print the Schedule A information for each site.
5. **Exiting the program:** To exit the contract system, click the "**Logout**" button. This button is part of the blue bar at the top of the screen, on the far right.
6. **Prior to contacting DPI** with questions related to entering data on your contract, please be prepared to answer the following questions:
 - a. What is your agency code?
 - b. What information are you trying to enter?
 - c. What screen are you viewing?
 - d. What page/s in this manual are you referring to? **Page numbers are listed at the bottom-right of each manual page.**
 - e. Be sure you have the manual with you when you call, so that you can note the answer to your question in the manual for future reference.
7. **Making changes to your contract:** You can access and update your contract online at any time. Remember to click the "**Continue**" or "**Save**" button at the bottom of each screen, and to "**Submit**" the contract at the end of the process to make sure your updates will be sent to the Community Nutrition Team for approval. Be sure to email your assigned consultant once you submit your contract.
8. **Contacting the Community Nutrition Team:** If you have questions contact the DPI Community Nutrition Team at 608-267-9129 or cnt@dpi.wi.gov.

USDA Non-Discrimination Statement and Complaint Procedure:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.