

How to claim

Applications to become an approved claimant should be made to RPA on form SCM/1. Approval may be suspended or withdrawn if scheme rules are broken.

Claims for subsidy must be made on RPA form SCM/5. Subsidy is normally claimed at the end of each school term, but some claimants use the same periods as they do for the Nursery Milk Scheme, claim monthly, or round the term to whole months. Claim periods are agreed in advance with the RPA.

Approved claimants must send their claim to RPA by the end of the third month after the end of the claim period. Otherwise the subsidy is reduced:

- By 5% if less than a month late;
- By 10% if more than a month late but less than two months late.
- Claims more than two months late are not paid.

Schools that send a return to their claimant for inclusion in a claim should allow for this and submit them as soon as possible after the end of the claim period.

Records, Inspections and Repayment of Subsidy

Subsidy may be recovered if products are not distributed to eligible pupils, the maximum entitlement is exceeded, pupils are over-charged, or documentary evidence (showing the price of each product, proof the supplier was paid, and supporting the quantities claimed) is not

available for inspection for at least 3 complete years after the end of the calendar year in which they were drawn up. The same may apply if any of the other rules have been broken.

Poster

Schools and pre school establishments must display a poster in the main entrance advertising that they provide subsidised milk. The poster must be A3 or bigger and the lettering must be at least 1cm.

Regulations

Council Regulation (EC) 1234/07 (as amended)

Commission Regulation (EC) No 657/2008

This summary of the EC School Milk Subsidy scheme does not replace the detailed guide RPA (L)20 or the EC Regulations, or give a definitive statement of the law. Every effort is made to ensure accuracy, and the RPA will endeavour to update it when Regulations change, but neither can be guaranteed.

Contact

Rural Payments Agency
School Milk Section
PO Box 277
Exeter
EX5 1WB

Helpline: 01392 266466
Fax: 01392 266489
Email: DairySubsidySchemes@rpa.gsi.gov.uk
www.rpa.gov.uk

School Milk Subsidy

-a brief guide -



Aim of the Scheme

The scheme aims to encourage consumption of milk products by making them available in schools at a reduced cost to pupils.

Eligible beneficiaries for School Milk Subsidy

Pupils regularly attending pre-school, nursery, primary or secondary school. Milk and milk products may be distributed to pupils as a mid-morning or afternoon drink, as part of a meal or on breakfast cereal, but milk cannot be used in the preparation of meals. Milk distributed to pupils at holiday camps is not eligible for subsidy.

Claiming the Subsidy

Nurseries and other pre-school establishments claim the subsidy through their nursery milk claim. Maintained and self-organising schools should contact their Local Authority. If they do not run the scheme, it might be possible to claim subsidy direct through a milk supplier or through an organisation set up specifically to claim the subsidy on behalf of schools.

If schools have difficulty claiming through an existing claimant, they should contact the Rural Payments Agency (RPA) for advice.

Products from Cows, Goats and Sheep eligible for Subsidy

- Plain whole and semi-skimmed milk
- Flavoured whole and semi-skimmed milk (containing at least 90% milk by weight). (Primary and Secondary schools only).
- Plain whole and semi-skimmed milk yoghurt (Primary and Secondary only)

Products must be produced in the EC and must be heat-treated. Lactose-reduced milk and fluoridated milk are eligible, but if fluorine is added, it must be no more than 5 mg per kilogram.

Skimmed milk products are **not** eligible

Maximum Entitlement

Subsidy is paid on the actual quantity supplied, up to 250ml per pupil per day.

Aid Rates

The EC aid rate is 186.945 euro per Kilolitre for milk and yoghurt. This is converted into sterling using the exchange rate applicable on the first day of the month in which the claim period starts.

The government currently tops up the subsidy for primary schools by £39.855 per Kilolitre.

The total subsidy claimed must not be higher than the price paid to the supplier.

The Nursery Milk Scheme

Under national legislation, under fives are eligible for free milk under the Nursery Milk Scheme. For more information contact:

Nursery Milk Reimbursement Unit (NMRU)
PO Box 504
Leicester
LE94 0AE
Tel: 0844 991 4444
Fax: 0844 991 1999
www.nurserymilk.co.uk

Key Stage 1 (in Wales Only)

Currently children in Key Stage 1 (KS1) in Wales

are eligible for free milk funded by the Welsh Assembly Government.

RPA will reimburse the full cost of the milk supplied to pupils in KS1 education (yoghurt is not eligible) and overhead costs may also be claimed, on submission of evidence that the joint overhead cost to the school and the claimant is at least 3p per serving. Overheads will be reimbursed at a rate of £158.378 per kilolitre of KS1 milk claimed.

Selling Prices

Milk/yoghurt prices must reflect the amount of subsidy. Prices charged to beneficiaries may include up to 7p per serving in respect of administration, distribution and refrigeration costs, but this must be no higher than the mark up on other similar products sold (e.g. other cold drinks).

The maximum price that can be charged is calculated as follows:

- Purchase price; *less*
- Subsidy; *plus*
- Up to 7p Admin and Distribution charge.

This does not apply to milk claimed under the nursery milk scheme and “KS1” milk in Wales, which should be provided free of charge to beneficiaries.

You will need to send us your price calculation each year. Your records must demonstrate how charges have been calculated if the price or admin charge changes. Where milk/yoghurt is part of a set meal, or the cost is included in school fees, records must show that the subsidy has been used to reduce fees/meal prices.