

## How to make a claim

You can claim reimbursement for milk purchased for each child aged under 5 who is in your care for two hours or more per day and who is supplied with 189ml (1/3 pint) of milk or, where supplied in 200ml containers only, with 200ml of milk. You can only claim once for a child cared for during a day, regardless of whether the child attends in the morning and afternoon.

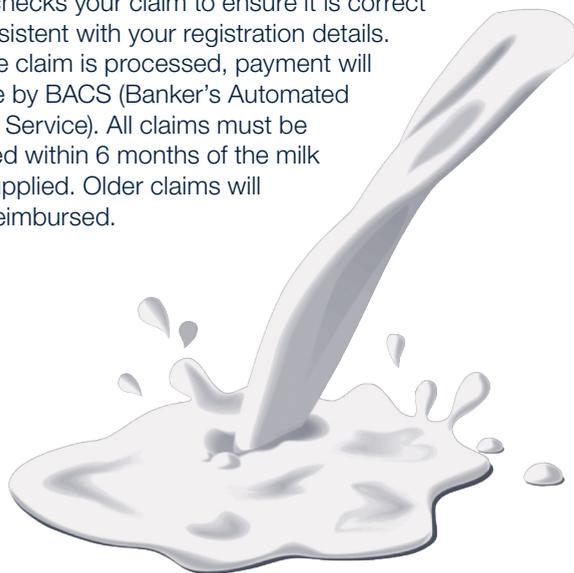
For a child aged under 12 months you may claim for infant formula, rather than milk, made up to 189ml (1/3 pint) as instructed on the pack.

All claims must be submitted by an approved day care provider that will then reimburse their suppliers directly.

You should claim online at the end of each month, however if you have problems with internet access contact 0844 991 4444 to arrange for a paper based claim form to be sent to you. Please note paper based claims are submitted once every four months only therefore you will have to wait longer for payment. Please ensure you read the declaration on the claim form carefully before you sign it. Keep a copy of the completed form. If you have a query about your claim, contact NMRU.

## How NMRU deals with your claim

NMRU checks your claim to ensure it is correct and consistent with your registration details. Once the claim is processed, payment will be made by BACS (Banker's Automated Clearing Service). All claims must be submitted within 6 months of the milk being supplied. Older claims will not be reimbursed.



## Purchasing Milk

You should obtain milk and infant formula from a local supplier at the best price.

You may only claim reimbursement for the milk actually purchased for supply to children in your care. You may be required to produce records or other documentary evidence to support claims for reimbursement or an application for the scheme as a supplier. Approval of a provider to join the scheme may be withdrawn if you cease to be a day care provider or inadequate arrangements are being made for the supply of milk or infant formula.

## Changes in your day care arrangements

If there are any changes in the day care arrangements you provide or other details affecting payments you must notify NMRU immediately.

**If you have any queries about joining the scheme, payments or claims, please contact NMRU. Copies of this guide and application form may also be ordered from NMRU.**

**NMRU**  
**PO Box 504**  
**Leicester LE94 0AE**  
**Tel: 0844 991 4444**  
**Fax: 0844 991 1999**  
**[www.nurserymilk.co.uk](http://www.nurserymilk.co.uk)**

Crown Copyright  
Produced for Department of Health  
2904355 September 2015

# Nursery Milk SCHEME

for children under five in day care



[www.nurserymilk.co.uk](http://www.nurserymilk.co.uk)



# Welcome to the Nursery Milk Scheme

The Nursery Milk Scheme entitles: children under 5 to receive free of charge 189 ml (1/3 pint) of milk for each day they attend approved day care facilities for 2 hours or more. Babies aged under 12 months may receive this as infant formula made up to 189ml (1/3 pint).

Day care providers who are approved to supply milk under this scheme are reimbursed for the cost of the milk they supply to eligible children in their care.

## Who can apply for the scheme?

- A registered childminder
- A registered day care provider
- A local authority which provides day care
- Those providing day care to children under 5 in schools or play centres that are exempt from registration
- Those providing day care in a nursery or creche for the children (under 5 years old) of management and staff of certain establishments (eg children's homes, voluntary or community homes, NHS hospitals) which are exempt from registration.

(You must provide evidence of your registration or exempt status with your application)

NOTE: Children provided with Day care for less than two hours in a day do not qualify for free milk under the scheme. Parents and relatives of a child and privately employed nannies are not eligible to claim reimbursement for milk purchased under the scheme.

Important information about the Nursery Milk Scheme:

## Nursery Milk Reimbursement Unit (NMRU)

The unit contracted to approve day care providers and make payments to them on behalf of the Health Departments of England, Scotland and Wales.

## The milk to be supplied

Milk means heat-treated (e.g. pasteurised) liquid cows' milk. It includes whole and semi-skimmed milk. It does not include milk with flavours, colours, added vitamins or any other additions. It does not include fully skimmed milk, goats' milk, soya milk or unpasteurised milk.

Infant formula for babies under 12 months means one of the following brands:

- SMA First Infant Milk Powder
- SMA Comfort Easy to Digest Infant Milk Powder
- SMA Extra Hungry infant Milk Powder
- Cow & Gate First Infant Milk Powder
- Cow & Gate Comfort Powder
- Cow & Gate Infant Milk for Hungrier Babies Powder
- HiPP Organic Combiotic First Infant Milk Powder
- HiPP Organic Combiotic Hungry Infant Milk Powder
- Aptamil First Milk From Birth Powder
- Aptamil Comfort From Birth Powder
- Aptamil Hungry Milk From Birth Powder.

It does not include follow-on milk, ready-to-feed milk or any other brand.

## Applying for the scheme

Participation in the scheme is voluntary. A day care provider who meets the requirements (see the section 'Who can apply for the scheme') is able to register by completing a Nursery Milk application form available from NMRU by calling 0844 991 4444 or you can download one from [www.nurserymilk.co.uk](http://www.nurserymilk.co.uk)

If you are registered with Ofsted, the CSSIW, or the Care Commission in Scotland as a childminder or day care provider, you must enclose with your application a photocopy of your Certificate of Registration, including the section showing the maximum number of children aged under five for whom you are registered. If you are responsible for day care at an establishment which is exempt from registration, you will need to provide written evidence of your exemption.

NMRU must confirm approval of your application before you can make a claim or receive payment for the milk and infant formula that you supply to children under five in your care.

**Reimbursement is not made for any milk or infant formula provided before the date of approval.**

Keep a copy of the completed application form in case of queries. Once your application is approved, NMRU will register you under the Scheme and will send you the forms to claim reimbursement for the milk supplied.

