

Scottish Milk and Healthy Snack Scheme

Q&A Document

Eligibility

- Q Who can apply for funding from the scheme?**
- A** Day care settings can apply to register for the scheme where they:
- provide pre-school care to children for 2 hours or more per day
 - are registered with the Care Inspectorate

Blended Placements

- Q I have a child that attends 2 settings in one day for more than a 2 hour session at each setting, how does this work?**
- A** Where a child attends two or more providers in one day, the intention is that they should have provision under the Scheme only once in the 24 hour period. It is the expectation that the first setting in which child spends 2 hours will provide the milk and healthy snack unless agreed otherwise. Providers and families may wish to agree where it is most appropriate for the SHMSS provision to be given, in line with the approach taken to agreeing meal provision. If a child has already received SHMSS by the time they attend your setting you are not required to provide this again.

Registration

- Q How can I register for the scheme?**
- A** Registration forms are available online at [https://my.dundee.gov.uk/en/service/Scottish Milk and Healthy Snack Scheme Registration](https://my.dundee.gov.uk/en/service/Scottish_Milk_and_Healthy_Snack_Scheme_Registration)
Please see link below for further information regarding the Registration Process.
[SMHSS Registration Process Flowchart for Providers.pdf](#)
- Q I'm not sure which Service number to give, is it the CS or SP number?**
- A** The CS (Care Inspectorate) Registration number, should be recorded.
- Q We have a group of nurseries; do we need to submit a registration form for each setting?**
- A** Yes, each setting requires an individual registration form with its unique CS number.

Changes to Registration

Q A child, who I included on my registration template has now changed their pattern of provision. How do I inform Early Years of this change, to ensure payment is correct?

A We will expect settings to inform Early Years of significant change for example, enrolment levels +/- 10% of the stated enrolment at registration. You should advise us of any significant changes as soon as possible by e-mail to smhss@dundeecity.gov.uk

The Registration Form is just an initial forecast to ensure settings are registered and have payment from August. Future claim forms will provide the opportunity to capture amended enrolment levels.

Claims

Q How do I make a claim for payment from the scheme?

A Once your Registration Form has been checked and approved you will receive an e-mail advising that your Registration Form has been accepted. This e-mail will also contain a link to Claim Form along with dates for completion

Please see link below for further information regarding the Registration Process.

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Payments

Q How will I be paid?

A Payments will be made directly into the bank account nominated on your claim form.

Q When will I be paid?

A There are 4 claim periods in this year of the scheme from 1st August 2024 to 31st July 2025. Please see link for all key dates:

[SMHSS Registration, Claims & Payment Dates - for Providers April 2024 to March 2025.pdf](#)