



Office of School Support Services
P.O. Box 30008
Lansing, Michigan 48909

FOOD SERVICE

**ADMINISTRATIVE POLICY #2
SCHOOL YEAR 2001-2002**

Thomas D. Watkins, Jr.
Superintendent
of Public Instruction

State Board of
Education

Kathleen N. Straus
President

Sharon L. Gire
Vice President

Michael David Warren, Jr.
Secretary

Eileen Lappin Weiser
Treasurer

Marianne Yared McGuire
NASBE Delegate

John C. Austin
Herbert S. Moyer
Sharon A. Wise

John Engler, Governor
Ex Officio

SUBJECT: 60 Day Deadline for Claim Submission and Late Claim Exceptions

DATE: July 31, 2001

USDA regulations require that School Breakfast, Lunch, After School Snack and Special Milk Program Claims for Reimbursement (Form SM-4012-SL) **and Amendments to those claims** be submitted to the Michigan Department of Education within 60 days following the last day of the month claimed.

The following timetable must be adhered to in order to receive reimbursement payments:

Claim or Amendment Month	Due Date	Final Submission Date
July 2001	August 10, 2001	September 29, 2001
August 2001	September 10, 2001	October 30, 2001
September 2001	October 10, 2001	November 29, 2001
October 2001	November 10, 2001	December 30, 2001
November 2001	December 10, 2001	January 29, 2002
December 2001	January 10, 2002	March 1, 2002
January 2002	February 10, 2002	April 1, 2002
February 2002	March 10, 2002	April 29, 2002
March 2002	April 10, 2002	May 30, 2002

Claim or Amendment Month	Due Date	Final Submission Date
July 2001	August 10, 2001	September 29, 2001
April 2002	May 10, 2002	June 29, 2002
May 2002	June 10, 2002	July 30, 2002
June 2002	July 10, 2002	August 29, 2002

Please Note:

- < If you have 10 or less serving days in June, combine June with your May claim.
- < If you have 10 or less serving days in August, combine August with your September claim.
- < **Each year, be sure to indicate which summer months your food service will be operating more than 10 days on Schedule A of your renewal packet. A claim will be made available for those months.**

Administrative Policy Memo #2
Page 2
July 31, 2001

If your claim is received after the final deadline date, the following two options are available:

WITHIN YOUR CONTROL EXCEPTION

This option may be used if the *lateness of the claim submission is due to circumstances within your control*. The Michigan Department of Education has the authority to approve and process the payment of one late claim or amendment within a 36 month period. That approval is dependent upon receiving a corrective action plan from you which includes:

1. Actions taken to avoid repetition of the situation linked to the late claim or amendment submission;
2. Actions taken to avoid any future late claim or amendment submission;
3. A statement that your organization understands that an exception can be granted only once every 36 months for a late claim submission that is within your control. Future late claims or amendments will not be paid unless your organization has *not* been granted an exception during the previous 36 month period *or* the lateness can be attributed to conditions outside your control; and
4. The signature of the person who signed the National School Lunch Agreement.

OUTSIDE OF YOUR CONTROL EXCEPTION

The second option is available if the *lateness of the claim or amendment was beyond your control and you want to request an exception to the regulations*. You would need to submit:

1. A written request for an outside of your control exception.
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. *The Michigan Department of Education does not have the authority to process this type of payment.* That authority rests with the USDA regional office.

USDA regulations allow for claims to be amended at any time when the number of meals reported on the amendment results in a downwards adjustment in the reimbursement value of the claim.