



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FOOD SERVICE**

**ADMINISTRATIVE POLICY No. 2  
SCHOOL YEAR 2003-2004**

**SUBJECT:** School Meals Program  
60 Day Deadline Schedule for Claim Submission and Late Claim  
Exception Options

**DATE:** July 31, 2003

USDA regulations require that Claims for Reimbursement for the School Meals Program be submitted to the Michigan Department of Education within 60 days of the last day of the month claimed. The following deadlines must be met in order to receive reimbursement payments:

CLAIM MONTH	DUE DATE	FINAL DEADLINE
July 2003	August 10, 2003	September 29, 2003
August 2003	September 10, 2003	October 30, 2003
September 2003	October 10, 2003	November 29, 2003
October 2003	November 10, 2003	December 30, 2003
November 2003	December 10, 2003	January 29, 2004
December 2003	January 10, 2004	February 29, 2004
January 2004	February 10, 2004	March 31, 2004
February 2004	March 10, 2004	April 29, 2004
March 2004	April 10, 2004	May 30, 2004
April 2004	May 10, 2004	June 29, 2004
May 2004	June 10, 2004	July 30, 2004

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**Administrative Policy Memo #2**

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**July 31, 2003**

**LATE CLAIM EXCEPTION OPTIONS**

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

**WITHIN YOUR CONTROL EXCEPTION**

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*This option may be used if the lateness of the claim or amendment 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 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 authorized official for the School Meals Program.

**OUTSIDE OF YOUR CONTROL EXCEPTION**

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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 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.

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- If the school year ends with 10 or less meal serving days in June, combine the June claim data with the May claim.
  - If the school year begins with 10 or less meal serving days in August, combine the August claim data with the September claim.
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**USDA regulations allow for claims to be amended at any time when the number of meals reported on the amendment results in a downward adjustment in the reimbursement value of the claim.**