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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 2
SCHOOL YEAR 2011-2012**

SUBJECT: Claim Submission 60 Day Deadline Schedule and Late Claim Exception Options

DATE: July 20, 2011

United States Department of Agriculture (USDA) regulations require that Claims for Reimbursement for the National School Lunch Program, School Breakfast Program, Special Milk Program, and Afterschool Snacks in Afterschool Care Programs be submitted to the Michigan Department of Education (MDE) within 60 days of the last day of the month claimed. The following deadlines must be met in order to receive reimbursement:

Claim Month	Due Date	Final Deadline
July 2011	August 10, 2011	September 29, 2011
August 2011	September 10, 2011	October 30, 2011
September 2011	October 10, 2011	November 29, 2011
October 2011	November 10, 2011	December 30, 2011
November 2011	December 10, 2011	January 29, 2012
December 2011	January 10, 2012	February 29, 2012
January 2012	February 10, 2012	March 31, 2012
February 2012	March 10, 2012	April 29, 2012
March 2012	April 10, 2012	May 30, 2012
April 2012	May 10, 2012	June 29, 2012
May 2012	June 10, 2012	July 30, 2012
June 2012	July 10, 2012	August 29, 2012

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LATE CLAIM EXCEPTION OPTIONS

If your claim is received after the final deadline date, you will receive notification regarding the following two options:

WITHIN YOUR CONTROL EXCEPTION

This option may be used if the lateness of the claim or amendment submission was due to circumstances within your control. The MDE has the authority to approve and process the payment of one late claim or amendment within a thirty-six (36) month period. That approval is dependent upon receiving a corrective action plan. You would need to submit:

- Actions taken to avoid repetition of the situation linked to the late claim or amendment submission;
- Actions taken to avoid any future late claim or amendment submission;
- A statement that your organization understands that an exception can be granted only once every thirty-six (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 thirty-six (36) month period or the lateness can be attributed to conditions outside your control; and
- The signature of the authorized official for the School Meals Program.

OUTSIDE OF YOUR CONTROL EXCEPTION

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

- A written request for an outside of your control exception;
- A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time; and
- The signature of the authorized official for the School Meals Program.

The information you submit will be reviewed by MDE. 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 USDA for approval. MDE 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 downward adjustment in the reimbursement value of the claim.
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DO NOT COMBINE CLAIMS

- Submit meal counts for each month on a separate claim, regardless of how many days meals were served.
- A June claim will automatically be available for all sites.
- A claim for July and/or August will be available if those months were selected on the Site Information screen on the application.