



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
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MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**FISCAL YEAR 2020  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMORANDUM # 1**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Diane L. Golzynski, Director  
Office of Health and Nutrition Services

**DATE:** October 1, 2019

**SUBJECT: 60-Day Deadline and Late Claim Exceptions – Fiscal Year 2020**

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) on the [Michigan Educational Information System website](http://www.michigan.gov/meis) (<http://www.michigan.gov/meis>).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2019	November 10, 2019	December 30, 2019
November 2019	December 10, 2019	January 29, 2020
December 2019	January 10, 2020	February 29, 2020
January 2020	February 10, 2020	March 31, 2020
February 2020	March 10, 2020	April 29, 2020
March 2020	April 10, 2020	May 30, 2020
April 2020	May 10, 2020	June 29, 2020
May 2020	June 10, 2020	July 30, 2020
June 2020	July 10, 2020	August 29, 2020
July 2020	August 10, 2020	September 29, 2020
August 2020	September 10, 2020	October 30, 2020
September 2020	October 10, 2020	November 29, 2020

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If you cannot meet the final claim deadline, you should continue to file your claim and it will be put on hold. MDE will send a letter via the Michigan Electronic Grants System (GEMS) outlining two options, as detailed below, with instructions on how to submit an exception request.

### **WITHIN YOUR CONTROL EXCEPTION**

MDE has the authority to approve the payment of *one* late claim or amendment within a 36-month period. This approval is an exception granted for the submission of a late claim or amendment when the circumstances were WITHIN YOUR CONTROL.

If you wish to request a within your control exception, you must submit a corrective action form in GEMS/MARS. The Late Claim Exception request form must include:

- 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 a WITHIN YOUR CONTROL exception can only be granted once every 36 months. 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.
- The signature of the person who entered into the CACFP agreement with MDE.

### **OUTSIDE OF YOUR CONTROL EXCEPTION**

If the lateness of the claim or amendment was OUTSIDE OF YOUR CONTROL and you wish to request an outside your control exception, you must submit a corrective action form in GEMS/MARS. The Late Claim Exception request form must include:

- Your 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.
- The signature of the person who entered into the CACFP agreement with MDE.

MDE will review the information you provide. If it is clear the late claim or amendment submission was due to circumstances outside your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. Payment authority rests with USDA's regional office.

USDA regulations allow for claims to be amended at any time when the number of meals or snacks and/or costs reported on the amendment result(s) in a downward adjustment in the reimbursement value of the claim.

### **DO NOT COMBINE CLAIMS**

- Submit meal counts for each month on a separate claim, regardless of how many days meals were served.

### **FURTHER INFORMATION**

- For more detailed information on the 60/90 day guidance, see Child Nutrition Programs School Year 2018-2019 [Administrative Memo No. 1<sup>1</sup>](#)

If you have any questions regarding this memo, please contact:

Mr. Richard Aguirre, Financial Analyst  
Child and Adult Care Food Program  
Michigan Department of Education  
PO Box 30008  
Lansing, MI 48909  
517-241-5360

**Please keep this memo on file or in a notebook for quick and easy reference.**

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<sup>1</sup> [https://www.michigan.gov/documents/mde/Admin\\_Memo\\_No.\\_1\\_643574\\_7.pdf](https://www.michigan.gov/documents/mde/Admin_Memo_No._1_643574_7.pdf)