



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 1, 2021

TO: Child and Adult Care Food Program Institutions

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

SUBJECT: 60-Day Deadline and Late Claim Exceptions – Fiscal Year 2022

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) in the Michigan Nutrition Database (MIND) system on the [Michigan Nutrition Gateway website](https://mdoe.state.mi.us/gateway/Authentication/Login?ReturnUrl=%2Fgateway) (<https://mdoe.state.mi.us/gateway/Authentication/Login?ReturnUrl=%2Fgateway>).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2021	November 10, 2021	December 30, 2021
November 2021	December 10, 2021	January 29, 2022
December 2021	January 10, 2022	March 1, 2022
January 2022	February 10, 2022	April 1, 2022
February 2022	March 10, 2022	April 29, 2022
March 2022	April 10, 2022	May 30, 2022
April 2022	May 10, 2022	June 29, 2022
May 2022	June 10, 2022	July 30, 2022
June 2022	July 10, 2022	August 29, 2022
July 2022	August 10, 2022	September 29, 2022
August 2022	September 10, 2022	October 30, 2022
September 2022	October 10, 2022	November 29, 2022

Operational Memorandum #1

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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/MARS) 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. 1¹](#)

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.

¹ https://www.michigan.gov/documents/mde/Admin_Memo_No._1_643574_7.pdf