



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**FOOD SERVICE**

**ADMINISTRATIVE MEMO NO. 1  
SCHOOL YEAR 2017-2018**

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

**DATE:** July 17, 2017

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:

<b>Claim Month</b>	<b>Due Date</b>	<b>Final Deadline</b>
<b>July 2017</b>	August 10, 2017	September 29, 2017
<b>August 2017</b>	September 10, 2017	October 30, 2017
<b>September 2017</b>	October 10, 2017	November 29, 2017
<b>October 2017</b>	November 10, 2017	December 30, 2017
<b>November 2017</b>	December 10, 2017	January 29, 2018
<b>December 2017</b>	January 10, 2018	March 1, 2018
<b>January 2018</b>	February 10, 2018	April 1, 2018
<b>February 2018</b>	March 10, 2018	April 29, 2018
<b>March 2018</b>	April 10, 2018	May 30, 2018
<b>April 2018</b>	May 10, 2018	June 29, 2018
<b>May 2018</b>	June 10, 2018	July 30, 2018
<b>June 2018</b>	July 10, 2018	August 29, 2018

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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.

### **DO NOT COMBINE CLAIMS**

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