



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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INTERIM STATE SUPERINTENDENT

**FOOD SERVICE**

**ADMINISTRATIVE MEMO No. 3  
SCHOOL YEAR 2018-2019**

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

**DATE:** August 8, 2018

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 2018</b>	August 10, 2018	September 29, 2018
<b>August 2018</b>	September 10, 2018	October 30, 2018
<b>September 2018</b>	October 10, 2018	November 29, 2018
<b>October 2018</b>	November 10, 2018	December 30, 2018
<b>November 2018</b>	December 10, 2018	January 29, 2019
<b>December 2018</b>	January 10, 2019	March 1, 2019
<b>January 2019</b>	February 10, 2019	April 1, 2019
<b>February 2019</b>	March 10, 2019	April 29, 2019
<b>March 2019</b>	April 10, 2019	May 30, 2019
<b>April 2019</b>	May 10, 2019	June 29, 2019
<b>May 2019</b>	June 10, 2019	July 30, 2019
<b>June 2019</b>	July 10, 2019	August 29, 2019

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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**

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 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 authorized official for the School Meals Program.

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

If the lateness of the claim or amendment was OUTSIDE OF YOUR CONTROL and 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:

- 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 authorized official for the School Meals Program.

MDE will review the information you provide. If it is clear that 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**

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