



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

**FISCAL YEAR 2008
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #1**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: October 9, 2007

SUBJECT: 60-Day Deadline and Late Claim Exceptions

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).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2007	November 10, 2007	December 30, 2007
November 2007	December 10, 2007	January 29, 2008
December 2007	January 10, 2008	February 29, 2008
January 2008	February 10, 2008	March 31, 2008
February 2008	March 10, 2008	April 29, 2008
March 2008	April 10, 2008	May 30, 3008
April 2008	May 10, 2008	June 29, 2008
May 2008	June 10, 2008	July 30, 3008
June 2008	July 10, 2008	August 29, 2008
July 2008	August 10, 2008	September 29, 2008
August 2008	September 10, 2008	October 30, 2008
September 2008	October 10, 2008	November 29, 2008

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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.

MDE can grant approval and process the claim or amendment upon receipt of a corrective action plan. The plan must include:

1. Actions taken to avoid repetition of the situation linked to the late claim/amendment submission;
2. Actions taken to avoid any future late claim or amendment submission;
3. 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; and
4. 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 exception to the regulations, you must submit the following:

1. A written request for an OUTSIDE OF YOUR CONTROL exception; and
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

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 the USDA regional office.

SPECIAL NOTES

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.

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

Ms. Jackie Higdon, Financial Administrative Assistant
Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

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

mac:mjm:glm