



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

**FISCAL YEAR 2017
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #1**

TO: Child and Adult Care Food Program Institutions
FROM: Marla J. Moss, Director
Office of School Support Services
DATE: October 1, 2016
SUBJECT: 60-Day Deadline and Late Claim Exceptions – Fiscal Year 2017

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 2016	November 10, 2016	December 30, 2016
November 2016	December 10, 2016	January 29, 2017
December 2016	January 10, 2017	March 1, 2017
January 2017	February 10, 2017	April 1, 2017
February 2017	March 10, 2017	April 29, 2017
March 2017	April 10, 2017	May 30, 2017
April 2017	May 10, 2017	June 29, 2017
May 2017	June 10, 2017	July 30, 2017
June 2017	July 10, 2017	August 29, 2017
July 2017	August 10, 2017	September 29, 2017
August 2017	September 10, 2017	October 30, 2017
September 2017	October 10, 2017	November 29, 2017

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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 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.

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.
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.
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.
3. The signature of the person who entered into the CACFP agreement with MDE.

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.

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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.

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
517-373-1074

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