



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2014
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSORS MEMORANDUM #1**

TO: Family Day Care Home Sponsors
FROM: Kyle L. Guerrant, Director
Office of School Support Services
DATE: October 1, 2013
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) at www.michigan.gov/meis.

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2013	November 10, 2013	December 30, 2013
November 2013	December 10, 2013	January 29, 2014
December 2013	January 10, 2014	March 1, 2014
January 2014	February 10, 2014	April 1, 2014
February 2014	March 10, 2014	April 29, 2014
March 2014	April 10, 2014	May 30, 2014
April 2014	May 10, 2014	June 29, 2014
May 2014	June 10, 2014	July 30, 2014
June 2014	July 10, 2014	August 29, 2014
July 2014	August 10, 2014	September 29, 2014
August 2014	September 10, 2014	October 30, 2014
September 2014	October 10, 2014	November 29, 2014

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

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 written 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.

FDCH Sponsor Memorandum #1
Page 3

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:

Ms. Wendy Crowley, Financial Analyst
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.