



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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INTERIM STATE SUPERINTENDENT

**FISCAL YEAR 2019  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #1**

**TO:** Child and Adult Care Food Program Institutions  
**FROM:** Diane L. Golzynski, Director  
Office of Health and Nutrition Services  
**DATE:** October 1, 2018  
**SUBJECT: 60-Day Deadline and Late Claim Exceptions – Fiscal Year 2019**

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

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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 via the Michigan Electronic Grants System (GEMS) 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 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  
517-241-5360

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