



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

**SUMMER FOOD SERVICE PROGRAM
Operational Memo #3
Fiscal Year 2019-2020**

SUBJECT: 60-Day Deadline and Late Claim Exceptions Fiscal Year 19-20

DATE: June 5, 2019

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE) Summer Food Service Program (SFSP) on the [Michigan Nutrition Data \(MIND\) System website \(https://mdoe.state.mi.us/mind/login.aspx\)](https://mdoe.state.mi.us/mind/login.aspx).

Claim Month	Due Date	Final Claim Submission Date
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
October 2019	November 10, 2019	January 29, 2020
November 2019	December 10, 2019	February 29, 2020
December 2019	January 10, 2020	April 29, 2020
January 2020	February 10, 2020	March 31, 2020
February 2020	March 10, 2020	April 29, 2020
March 2020	April 10, 2020	May 30, 2020
April 2020	May 10, 2020	June 29, 2020

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 [GEMS/MARS](#) (Grant Electronic Monitoring System/Michigan Administrative Review System) outlining two options, as detailed below, with instructions on how to submit an exception request.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

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:

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 SFSP 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 outside of your control exception, you must submit a corrective action form in GEMS/MARS. The Late Claim Exception request form must include:

1. Your 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 SFSP 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.

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.

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