



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE MEMO NO. 3
SCHOOL YEAR 2025-2026**

SUBJECT: Claim Submission 60-Day Deadline Schedule and Late Claim Exception Options

DATE: August 6, 2025- REVISED

The United States Department of Agriculture (USDA) regulations require that Claims for Reimbursement for National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), School Breakfast Program (SBP), Special Milk Program (SMP), Summer Food Service Program (SFSP), and Afterschool Snacks in Afterschool Care Programs be submitted to the Michigan Department of Education (MDE) within 60 days of the last day of the month claimed by logging in to MILogin for Third Party and selecting the Michigan Nutrition Data (MiND) System 2.0 from the menu.

The following deadlines must be met to receive reimbursement:

Claim Month	Due Date	Final Deadline
July	August 10	September 29
August	September 10	October 30
September	October 10	November 29
October	November 10	December 30
November	December 10	January 29
December	January 10	March 1 (Feb. 29 if Leap Year)
January	February 10	April 1 (March 31 if Leap Year)
February	March 10	April 29
March	April 10	May 30
April	May 10	June 29
May	June 10	July 30
June	July 10	August 29

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September 9, 2024

The Fresh Fruit and Vegetable Program (FFVP) is an optional program and claiming is handled differently. Schools participating in FFVP reimburse FFVP expenses through draw downs in the NexSys – Next Generation Grant, Application and Cash Management system. The FFVP Fiscal Year 2025 and 2026 claim schedules are available on the [FFVP Forms and Instructions website](#).

LATE CLAIM EXCEPTION OPTIONS

If your claim is received after the final deadline date, you will receive notification regarding the following two options:

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 within 20 days of the MDE late claim notification letter. The Late Claim Exception request form must include:

- Actions taken to ensure a late claim or amendment will not happen again;
- Actions taken to avoid any future late claim or amendment submission;
- 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 was granted an exception in the past 36 months or the delay was caused by something outside of your control; and
- The signature of the authorized official for the School Meals Program.

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 within 20 days of the MDE late claim notification letter. The Late Claim Exception request form must include:

- Your request for an OUTSIDE OF YOUR CONTROL exception;
- A detailed description of the events and reasons that prevented the claim or amendment from being submitted on time; and
- The signature of the authorized official for the School Meals Program.

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. The decision for payment is made by the USDA 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 decrease in the amount of money paid for the claim.

DO NOT COMBINE CLAIMS

Submit meal counts for each month on a separate claim, regardless of how many days meals were served. For example, if July only had two meal service days, do not add these days to June or August.

FURTHER INFORMATION

For more detailed information on the 60/90-day guidance, see Child Nutrition Programs School Year 2018-2019 [Administrative Memo No. 1](#).

¹ <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>

² <https://www.michigan.gov/mde/-/media/Project/Websites/mde/2022/Fiscal/Admin-Memo-No-1-SY-18-19-60-day-Deadline.pdf>