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**Limited Exception  
Process for Late  
Claims**

**“One-Time” Exception**

This provision allows The Michigan Department of Education to grant approval for one valid monthly claim submitted after the 60-day deadline when the lateness is due to reasons within the sponsor’s control.

A “one-time” late claim exception can only be granted if a sponsor has not had an exception during the previous 36-month period. If more than one late claim that was within your control is submitted in a 3-year period, it will not be paid. The one-time exception request must include a Corrective Action Plan which 1) sufficiently addresses the reason for lateness, 2) details actions taken to avoid any future late claim submission, 3) includes a statement acknowledging that an exception for a late claim submission within your control can be granted only once every 36 months, and 4) is signed by the authorized official the Program.

**“Outside of Your  
Control” Exception**

In rare circumstances, if a claim is late due to circumstances beyond your control, (i.e. a natural disaster), an exception can be granted outside of the “one-time” exception provision. The following would have to be submitted: 1) a written request for an outside of your control exception, and 2) a detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time. The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. The Michigan Department of Education does not have the authority to process this type of payment. Loss of a staff member within an organization is not an acceptable basis for granting an “outside of your control” exception. Sponsoring organizations are expected to plan for these situations and be able to meet Program obligations.

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**Claim Amendments**

To amend a claim, enter the corrected figures, make sure to click “Save” on each screen that is changed, and re-certify the claim. If a change is made after the final deadline that results in an increase in claim value, a late claim notification letter will be sent to the contact person.

**Downward  
Adjustments**

Downward adjustments in reimbursement are not subject to the 60-day deadline. They may be submitted at any time.

**Review  
Adjustments**

Adjustments to previously submitted claims (either downward or upward) that are made due to review findings are not subject to the 60-day deadline.

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