



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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**FISCAL YEAR 2018  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #1**

**TO:** Child and Adult Care Food Program Institutions  
**FROM:** Diane L. Golzynski, Assistant Director  
Office of School Support Services  
**DATE:** October 1, 2017  
**SUBJECT: 60-Day Deadline and Late Claim Exceptions – Fiscal Year 2018**

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 2017	November 10, 2017	December 30, 2017
November 2017	December 10, 2017	January 29, 2018
December 2017	January 10, 2018	March 1, 2018
January 2018	February 10, 2018	April 1, 2018
February 2018	March 10, 2018	April 29, 2018
March 2018	April 10, 2018	May 30, 2018
April 2018	May 10, 2018	June 29, 2018
May 2018	June 10, 2018	July 30, 2018
June 2018	July 10, 2018	August 29, 2018
July 2018	August 10, 2018	September 29, 2018
August 2018	September 10, 2018	October 30, 2018
September 2018	October 10, 2018	November 29, 2018

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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 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 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.

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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  
517-373-1074

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