



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

**SUMMER FOOD SERVICE PROGRAM
Operational Memorandum #3
Fiscal Year 2018-2019**

DATE: August 10, 2018

SUBJECT: 60-Day Deadline and Late Claim Exceptions Fiscal Year 18-19

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/Amendment Month	Due Date	Final Claim/Amendment Submission Date
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
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

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 – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
LUPE RAMOS-MONTIGNY – NASBE DELEGATE • PAMELA PUGH
NIKKI SNYDER • EILEEN LAPPIN WEISER

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.