



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**SUMMER FOOD SERVICE PROGRAM  
Operational Memorandum #2  
Fiscal Year 2020-21**

**DATE: January 22, 2021**

**SUBJECT: 60-Day Deadline and Late Claim Exceptions Fiscal Year 2020-21**

Claims for Reimbursement and Claim Amendments must be submitted electronically to the Michigan Department of Education (MDE) Summer Food Service Program (SFSP) through [MDE Nutrition Gateway](#)

Claim Month	Due Date	Final Deadline
<b>October 2020</b>	November 10, 2020	December 30, 2020
<b>November 2020</b>	December 10 2020	January 29, 2021
<b>December 2020</b>	January 10, 2021	March 1, 2021
<b>January 2021</b>	February 10, 2021	April 1, 2021
<b>February 2021</b>	March 10, 2021	April 29, 2021
<b>March 2021</b>	April 10, 2021	May 30, 2021
<b>April 2021</b>	May 10, 2021	June 29, 2021
<b>May 2021</b>	June 10, 2021	July 30, 2021
<b>June 2021</b>	July 10, 2021	August 29, 2021
<b>July 2021</b>	August 10, 2021	September 29, 2021
<b>August 2021</b>	September 10, 2021	October 30, 2021
<b>September 2021</b>	October 10, 2021	November 29, 2021

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.

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### **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.**

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<sup>1</sup> <https://mdoe.state.mi.us/gateway/Authentication/Login?ReturnUrl=%2Fgateway>

<sup>2</sup> <https://mdoe.state.mi.us/GEMS/user/login.aspx?Mode=Logout>