



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 2024-2025**

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

DATE: September 9, 2024

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 2024	August 10, 2024	September 29, 2024
August 2024	September 10, 2024	October 30, 2024
September 2024	October 10, 2024	November 29, 2024
October 2024	November 10, 2024	December 30, 2024
November 2024	December 10, 2024	January 29, 2025
December 2024	January 10, 2025	March 1, 2025
January 2025	February 10, 2025	April 1, 2025
February 2025	March 10, 2025	April 29, 2025
March 2025	April 10, 2025	May 30, 2025
April 2025	May 10, 2025	June 29, 2025
May 2025	June 10, 2025	July 30, 2025
June 2025	July 10, 2025	August 29, 2025

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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 avoid repetition of the situation linked to the late claim or amendment submission;
- 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 has not been granted an exception during the previous 36-month period or the lateness can be attributed to conditions outside 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 circumstances 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 downward adjustment in the reimbursement value of the claim.

DO NOT COMBINE CLAIMS

Submit meal counts for each month on a separate claim, regardless of how many days meals were served.

FURTHER INFORMATION

For more detailed information on the 60/90 day guidance, see Child Nutrition Programs School Year 2018-2019 [Administrative Memo No. 1](#)²

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>

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