**Purpose**

To establish the policy for submission of a late claim for reimbursement

**Scope**

Institutions participating in the School Nutrition Program (SNP), Child & Adult Care Food Program (CACFP), and Summer Foods Service Program (SFSP)

**Timeline for Submission of Claims**

U.S. Department of Agriculture (USDA) program regulations require monthly claims for reimbursement, and any upward adjustments to monthly claims, to be submitted in a timely manner and no later than 60 days after the claiming month. Late claims/upward revisions, using the one-time exception form, need to be processed within 90 days after the last day of the claim month.

**Description**

According to Federal Regulations 7 CFR 226.10(e), “…A final Claim for

Reimbursement shall be postmarked and /or submitted to the State agency not later than

60 days following the last day of the full month covered by the claim… Claims not postmarked and/or submitted within 60 days shall not be paid with Program funds…”

In Indiana, all claim submission is accomplished through the State’s CNPweb portal. Since claims submitted by mail are no longer accepted, any reference to postmarked in the regulations has no practical reference. The act of “submission” involves entering the claim data into the web portal through logging into the sponsors account via the Internet.

The request for late claim submission falls into two categories: 1.) Late due to circumstances within the control of the sponsoring organization, and 2.) circumstances outside of the control of the sponsoring organization. The state agency has the authority to grant an exception and approve payment of one late claim or amendment within a 36-month period for “circumstances within your control.” The state agency does not have authority to grant an exception for “circumstances beyond your control.” In these cases, the State Agency will have to seek approval from the USDA Regional Office. If USDA approval is granted in these cases, the sponsor does not have to use its “One Time Exception”. This process is lengthy and approval by USDA is not guaranteed.

The CNPweb system monitors both the submission of claims submitted late and the availability of One-Time Exceptions.

If a claim is entered late and a “One-Time Exception” is available to the sponsor, the State Agency can approve it for payment after the sponsor submits the attached corrective action form.

If a “One-Time Exception” is not available, or a sponsor wishes to try to have the claim paid under a “circumstances beyond their control” exception, the claim will remain in “error” status until it is approved by State Agency personnel, following approval by regional USDA authorities.

**Sources**

Indiana Department of Education, School and Community Nutrition Programs, Federal Regulations 7 CFR 226.10(e), 60/90 Day Guidance

# **SCHOOL AND COMMUNITY NUTRITION**

# **ONE-TIME EXCEPTION FORM & CORRECTIVE ACTION PLAN**

# The Indiana Department of Education may grant a one-time exception for submitting a late claim when an exception has not been granted during the previous 36 months. To apply for a one-time exception, complete this form and email (preferred), fax, or mail it to:

**Email**: [SCNFinance@doe.in.gov](mailto:SCNFinance@doe.in.gov) **Address:** Indiana Department of Education

**Fax**: 317-232-0855 Indiana Government Center North 9th Floor

100 N. Senate Ave.

Indianapolis, IN 46204

Check the Program Needing an Exception:  SNP  CACFP  SFSP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sponsor Name |  | Sponsor Number |  | Late Claim Month/Year |
|  |  |  |  |  |
| Authorized Representative Name | | |  | Title |
|  | | |  |  |
| Email | | |  | Phone |
|  | | |  |  |
| By signing, I certify that I understand that exceptions within an institution’s control can only be granted once every 36 months and future late claims will not be paid unless the institution has not been granted an exception within the previous 36-month period. | | | | |
| Signature | | |  | Date |
|  | | |  |  |
| Explain the reason for the late claim submission: | | | | |
|  | | | | |
| Describe the actions the institution will take to avoid submitting a late claim in the future: | | | | |
|  | | | | |