



## LATE CLAIM SUBMISSION PROCEDURES

**Purpose:** To establish the policy for submission of a late “Claim for Reimbursement”

**Scope:** Organizations participating in the School Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk Program) and the Summer Food Service Program for Children

**Description:** According to School Nutrition Program Regulations “...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”. The process is lengthy however.

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 additional required information with includes:

1. Actions taken to avoid repetition of the situation that caused the late claim or amended submission;
2. Actions taken to avoid any future late claim or amended submission;
3. A statement that the organization understands that within your control exceptions can only be granted once every 36 months, and future late claims will not be paid unless the sponsor has not been granted an exception within the previous 36 month period or the lateness can be attributed to conditions outside your control;
4. The signature of the person who signed the Contract and Program application.

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.