



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
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**FISCAL YEAR 2015  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE SPONSOR MEMORANDUM #1**

**TO:** Family Day Care Home Sponsors

**FROM:** Marla J. Moss, Director  
Office of School Support Services

**DATE:** October 1, 2014

**SUBJECT: 60-Day Deadline and Late Claim Exceptions – Fiscal Year 2015**

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) at [Michigan Education Information System \(MEIS\)](http://Michigan Education Information System (MEIS) www.michigan.gov/meis) [www.michigan.gov/meis](http://www.michigan.gov/meis).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2014	November 10, 2014	December 30, 2014
November 2014	December 10, 2014	January 29, 2015
December 2014	January 10, 2015	March 1, 2015
January 2015	February 10, 2015	April 1, 2015
February 2015	March 10, 2015	April 29, 2015
March 2015	April 10, 2015	May 30, 2015
April 2015	May 10, 2015	June 29, 2015
May 2015	June 10, 2015	July 30, 2015
June 2015	July 10, 2015	August 29, 2015
July 2015	August 10, 2015	September 29, 2015
August 2015	September 10, 2015	October 30, 2015
September 2015	October 10, 2015	November 29, 2015

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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 outlining two options, as detailed below, with instructions on how to submit an exception request.

### **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.

MDE can grant approval and process the claim or amendment upon receipt of a corrective action plan. The plan 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 CACFP 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 exception to the regulations, you must submit the following:

1. A written 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 CACFP 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.

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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.

If you have any questions regarding this memo, please contact:

Ms. Wendy Crowley, Financial Analyst  
Child and Adult Care Food Program  
Michigan Department of Education  
P.O. Box 30008  
Lansing, Michigan 48909  
517-373-7391

**Please keep this memo on file or in a notebook for quick and easy reference.**