

Withholding Claims Policy

Purpose:

This instruction sets forth the policy to direct sponsors (schools, RCCLs, and camps) about situations in which the State will withhold claims.

Scope:

Sponsors (schools, RCCLs, and camps) participating in the School Nutrition Programs.

Description:

The USDA's rules and regulations specify certain reports and paperwork must be maintained by sponsors and the State Agency. In order to make sure that sponsors maintain these standards set by USDA, the Indiana Department of Education School and Community Nutrition, will withhold claims in certain situations as described below:

- Verification Summary Report is not submitted in CNPweb by December 15.
- The Vendor or Food Service Management Company contract, amendment, or renewal is not signed by the school and Food Service Management Company/Vendor, and/or the Indiana Department of Education has not received this signed contract, amendment, or renewal.
- The corrective action response has not been received at the State Agency by the designated due date indicated on the review findings correspondence sent to the school.
- All corrective action responses have not been demonstrated within the designated timeframe indicated on the corrective action correspondence.
- Annual Financial Report has not been filed by November 1.

SOURCE: INDIANA DEPARTMENT OF EDUCATION'S SCHOOL AND COMMUNITY NUTRITION DIVISION