

LATE CLAIM SUBMISSION PROCEDURES

CACFP Policy 00-07

Purpose

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

Scope

Institutions participating in the Child and Adult Care Food Program (CACFP)

Description

According to the CACFP 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". 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 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

CHILD AND ADULT CARE FOOD PROGRAM
ONE-TIME EXCEPTION 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, fax, or mail it to:

Claims and Reporting Specialist
School and Community Nutrition
115 W Washington St, 600S, Indianapolis, IN 46204
Email: cherzog@doe.in.gov
Fax: 317-232-0855

Institution Name	Institution Number	Late Claim Month/Year
Authorized Representative Name	Title	
Email	Phone	

By signing, I certify that I understand that exceptions beyond 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 or the lateness can be attributed to conditions outside the institution's control.

Signature	Date
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Explain the reasons for why the claim was submitted late:

Explain what actions the institution will take to avoid submitting a late claim in the future: