Center for Students, Families & Communities

Susan Tave Zelman

Superintendent of Public Instruction

Office for Safety, Health and Nutrition
Cecelia Torok
Associate Director of Nutrition Programs

To: LEA's participating in Ohio School Meals Programs

From: Cecelia Torok, Associate Director

Date: 10/22/07

Re: School Meals Claim for Reimbursement

Ohio School Meals Claiming Procedure Starting October 2007

- Starting with the Submission of the October 2007 claim for reimbursement, LEA's are no longer required to submit cost information at the time of claim submission.
- All LEA's must maintain some form of financial information that supports the LEA's food service operation for auditing purposes.
- Cost reporting will still be available for those LEA's that wish to continue using the Management Report format. Entry is optional and is available throughout the program year to allow for accuracy of information input.
- ODE is encouraging schools to use the Management Report tool. Remember that accuracy of data entered will provide the best outcome.
- LEA's that upload claim information into CRRS may continue to use the same coding.

The attached claim for reimbursement due dates must be adhered to in order for ODE to provide timely payments. One time exceptions are available if a claim is submitted past the deadline. The exception to submit a claim must be requested in writing stating the reason for delay and how the LEA will correct the problem. ODE will determine if the reason for non submittal was do to circumstances beyond the control of the LEA. One time exceptions will only be granted once every three years for one months claiming period.

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Ohio Department of Education
Office for Safety, Health and Nutrition

CHILD NUTRITION PROGRAMS
FISCAL YEAR 2008

CLAIM FOR REMBURSEMENT SUBMISSION DUE DATES

CLAIM MONTH	Recommended Claim for Reimbursement Due Date	FINAL CLAIM AND REVISION SUBMISSION DATE*
September 2007	October 10, 2007	November 14, 2007
October 2007	November 10, 2007	December 15, 2007
November 2007	December 10, 2007	January 14, 2008
December 2007	January 10, 2008	February 14, 2008
January 2008	February 10, 2008	March 16, 2008
February 2008	March 10, 2008	April 14, 2008
March 2008	April 10, 2008	May 15, 2008
April 2008	May 10, 2008	June 14, 2008
May 2008	June 10, 2008	July 15, 2008
June 2008	July 10, 2008	August 14, 2008
July 2008	August 10, 2008	September 14, 2008
August 2008	September 10, 2008	October 15, 2008
September 2008	October 10, 2008	November 14, 2008

***Ohio final submission date is 45 days from the last of the claim period.**

ALL original and upward revisions must be submitted via the CRRS online system to the Ohio Department of Education no later than forty-five (45) calendar days from the end of the reporting month.

Original and revised claims submitted online after midnight of the sixtieth (60) day will not be processed for payment.

Institutions/agencies may request a special exception that is granted only once in a 36 month period. All exceptions must be submitted in writing following specific program guidelines provided by the state agency.

This institution is an equal opportunity provider.

Source: 7 CFR 226.10(e) 8/2005