To: Child Nutrition Program Sponsors

From: Brigette Hires, Child Nutrition Manager
Office of Integrated Student Supports

Date: May 15, 2017 (Revised January 24, 2020, February 10, 2021)

Re: One-time Exception Policy for Claims

Introduction
This policy sets deadlines for sponsors to submit one-time exceptions for claims.

Background
Program regulations contained in 7 CFR parts 210, 225, and 226 require sponsors to submit all claims for reimbursement within 60 days of the last day of the claim month. The USDA allows states, at their discretion, to approve one-time exceptions for late claims.

Policy
Sponsors may submit requests for one-time exceptions for claims outside the 60-day submission window. Sponsors should submit the request to their assigned education program specialist in writing. The request must include information that adequately explains what steps will be taken, and by whom, to prevent the cause of the late claim from reoccurring. Sponsors can receive an exception once every 36 months.

To preserve the integrity of fiscal reporting, a sponsor must submit any requests for the preceding federal fiscal year (October 1 - September 30) by December 15 of the active federal fiscal year.

Due to the COVID-19 public health emergency, this policy is amended during the 2020-2021 federal fiscal year to allow sponsors to submit preceding federal fiscal year (October 1, 2019 – September 30, 2020) requests through March 31, 2021.

> **Example 1:**
> ABC School did not submit its September 2020 claim by the deadline of November 29, 2020. ABC School must submit a one- time exception request by March 31, 2021 to be eligible to receive payment for the claim.
>
> **Example 2:**
> XYZ School did not submit its November 2019 claim by the deadline of January 29, 2020. XYZ School must submit a one- time exception request by March 31, 2021 to be eligible to receive payment for the claim.

Please contact your assigned education program specialist or the Office of Integrated Student Supports at 614-466-2645 with any questions.