



**From:** Brigette Hires, Administrator  
Office of Nutrition

**Date:** May 15, 2017 (Revised January 24, 2020, February 10, 2021, September 7, 2021,  
February 7, 2023, July 17, 2024)

**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, 215, 220, 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.

#### **Example 1:**

ABC School did not submit its September 2024 claim by the deadline of November 29, 2024. ABC School must submit a one-time exception request by December 15, 2024 to be eligible to receive payment for the claim.

#### **Example 2:**

XYZ School did not submit its November 2023 claim by the deadline of January 29, 2024. XYZ School must submit a one-time exception request by December 15, 2024 to be eligible to receive payment for the claim.

Please contact your assigned Education Program Specialist or the Office of Nutrition at 614-466-2945 with any questions.