

**OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)**  
**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**  
**Late Claim Instructions**

Following are the instructions for filing late reimbursement claims. If you have any questions, please call Glenn Potter, Financial Analyst, at 360-725-6214 or toll-free at 1-877-204-6486. You can also e-mail Glenn at [glenn.potter@k12.wa.us](mailto:glenn.potter@k12.wa.us).

Paper claims are no longer required. If you are unable to access the CNP 2000 Web site or your system is down, contact Glenn to verify that the CNP 2000 system is down. At which point, Glenn can fax you a CNP 2000 printed copy of your claim. Complete it and fax/mail it back to Glenn for processing. If your claim is late, follow the below steps:

If you electronically file the claim for reimbursement in CNP 2000 beyond the sixty-day cutoff date for original claims, or the ninety-day cutoff date for revised claims, the claim will error out. The claim is late. CACFP regulation 7 CFR Part 226.10(e) requires that:

- **Original** claims for reimbursement be postmarked and/or submitted to the state agency not later than 60 days after the last day of the full month covered by the claim.
- **Upward revised** claims for reimbursement be postmarked or submitted to the state agency not later than 90 days following the last day of the full month covered by the claim.

As a result, Glenn will print out your late claim from CNP 2000 and return it to you via certified mail attached to a letter of exception. This claim may be paid only under the following conditions:

- A. You may submit a written request within three weeks from receipt of letter of exception outlining the conditions which caused this claim to be filed late if these conditions were beyond your control. Refer to **Attachment A** for "Examples of Exception Requests."

Upon receipt of your written request for payment due to circumstances beyond your control, Child Nutrition Services (CNS) will forward your request to the U.S. Department of Agriculture (USDA) for their approval. If USDA approves payment, CNS will process your claim. If not, you may be eligible for a one-time exception as outlined below.

- B. If none of the attached examples reflects your situation, you may choose to exercise a one-time exception for the submission of a late claim that was within your control, as long as a one-time exception has not been granted during the previous 36 months.

1. To receive this one-time exception, you must submit an acceptable corrective action plan (CAP). The CAP must include:
  - a. Actions the institution will take to prevent the same or similar circumstances from delaying the submission of future claims.
  - b. A statement that the institution understands that the one-time exception can be granted only once in 36 months; that any future late claims submitted will not be paid (unless the lateness can be attributed to considerations beyond the control of the district).
  - c. The signature of the person who signed the agreement with OSPI, Child Nutrition Services, to operate the Child and Adult Care Food Program.
  - d. The endorsement by the Board of Directors or Administrator of the CAP and the late claim.
2. Mail the signed and endorsed CAP together with one signed copy of the late claim to:

Office of Superintendent of Public Instruction  
Child Nutrition Services  
Attention: Glenn Potter  
PO Box 47200  
Olympia WA 98504-7200

3. CNS will review and approve, at our discretion, the CAP and the payment of the late claim.

If we do not receive your request within three weeks from receipt of the exception letter, CNS will conclude that you do not wish to apply for either type of exception and will consider the file closed.

## ATTACHMENT A

### EXAMPLES OF EXCEPTION REQUESTS

#### **EXAMPLE A:**

An exception for a claim submitted after the 60-day deadline was requested of the U.S. Department of Agriculture (USDA) by the state agency (OSPI) on behalf of a center institution. The justification statement asserted that: 1) a failure in the center institution's automated data processing (ADP) system prevented it from generating the data required to complete the claim; 2) no other appropriate ADP resources were available; and 3) because of the large quantity of data to be processed, there was insufficient manpower available to complete the task manually before the reporting deadline. Subsequent discussion with the state agency satisfied USDA that: 1) the institution's assertions were accurate; and 2) these events made the timely completion of this claim beyond the control of the institution. Therefore, USDA approved the exception request.

#### **EXAMPLE B:**

A center institution requested an exception on the grounds that a flood had damaged its offices, causing the loss of documents needed to complete the claim form. USDA's review of the circumstances disclosed that the flood had occurred two months before the month to which the center's delinquent claim pertained. Furthermore, the center had not demonstrated that there was any link between the catastrophe and the noncompliance. USDA disapproved the request. Catastrophes, in and of themselves, would not entitle a center to be granted an automatic exception. The onus is upon the center to show how the catastrophe caused a situation that made reporting compliance unreasonable.

#### **EXAMPLE C:**

A center requested an exception for a claim submitted several weeks late on the grounds that the person who does the bookkeeping had been ill for some time. A case was made by the center that there had been no other staff qualified to complete the task. Before approving this request, USDA had to determine whether the center had the resources to either train or make available another employee to replace the person normally responsible for the bookkeeping. USDA approved the request after it determined that the center uses the services of a private bookkeeper not on the center's staff and that it was not reasonable to expect another staff person to take over the bookkeeping work. On the other hand, if the center had not been able to demonstrate that it was unreasonable to expect a replacement employee, then USDA would have disapproved the request.