# Attachment B, Memo 038-19

# February 8, 2019

## Guidance for Submitting Claims within 60 Days for School and Child Nutrition Programs

### Frequently Asked Questions

**1. When will these become effective?**

This is effective immediately.

**2. Why was the additional guidance issued?**

The purpose of the additional guidance is to provide clarification on the 60-day claim submission and the 90-day reporting requirements and to specify the timelines.

**3. Previously we were just able to add a downward revision at any time, is that still allowable?**

You are still able to submit a downward adjustment at any time for any claim, however in order for an adjustment to be submitted -The *Request for Submission of a Claim After the 60-Day Submission Deadline Form* must be submitted to VDOE for approval, refer to Attachment A. This form includes the requirement to provide an explanation to the VDOE for this downward adjustment and any adjustments beyond the 60 days would be considered out of compliance. Therefore, the form must include how you will prevent it from happening again.

**4. I want to combine my May and June claim. When is the claim due?**

If a school division operates the NSLP and the program ends on June 10, they may combine meals served in June with May. The May/June claim must be submitted on the timeline for a May claim. The claim due date would be July 30(60 calendar days from May 31).

**5. The accounting firm performing the county’s audit found a mistake from Fiscal Year 2016 when I submitted our claim. Our May and June 2017 claims were missing all elementary schools. Can I file an adjustment to receive the additional funds?**

Yes, this is a compliant request to submit a claim after the 60-day deadline. The sponsor would need to submit Attachment A and all supporting documentation. There is not a time limit on this request. VDOE is required to seek approval from USDA for the availability of funds to pay the claim. If funds are available, the claim would be paid. Sponsors would be required to keep the documentation for the required three years.

**6. We operate the Summer Food Service Program and used our one-month exception last year. This summer, our site supervisor was in an accident because of a bad storm and misplaced the June meal count sheets. It is now September. VDOE denied our request to submit a late claim due to circumstances beyond our control. Is there any way to recoup the money?**

Only in the SFSP and CACFP can a sponsor appeal the State Agency’s denial of a request to submit a late claim because of circumstances beyond their control. The sponsor must appeal the denial of the claim and follow the procedures for an appeal.

**7. What should School and Child Nutrition Program sponsors do to ensure they are following these guidelines?**

Sponsors should have a policy and procedure in place to ensure that claims and adjustments are submitted within the 60-day timeline. The policy and procedure should include procedures for edit checks and how the sponsor will maintain documentation to support the claim.

**8. Can I estimate meal counts and submit the claim while we are still finalizing meal counts from all sites?**

No, only final claims may be submitted for reimbursements. Even if adjustments are made within the 60-day timeframe, the claim submitted in SNPWeb should be the final claim. Supporting documentation must be maintained by the sponsor.

**9. If the 60th day falls on a Sunday, how does this effect the when the claim is due?**

Sponsors should pay attention to the calendar. If the 60th day falls on a Saturday, Sunday, or federal holiday, the claim can be submitted the next business day. SNPWeb is not equipped to make this determination. Please contact your regional specialist if you are not able to submit a claim for this reason.