



MEMORANDUM

To: School Food Authorities

From: Lindsey Palmer
Lindsey Palmer, RDN, LD
School Programs Manager

Date: October 1, 2014

Re: Claims for Reimbursement: Submission Timeframes

State Agency Memo
NSLP #01-15

The purpose of this memorandum is to provide School Food Authorities (SFAs) with the State Agency's procedures for submission of monthly National School Lunch Program claims for reimbursement as determined by the code of Federal Regulations 7CFR210.8. Additionally, the same timeframes apply for the submission of the DC Healthy Schools Act monthly claims.

The SFA shall submit a claim for reimbursement on the 10th day of the month following the last day of the claim month. Example: October claims are due November 10th, January claims are due February 10th. **All revisions and corrections and a final claim for reimbursement shall be postmarked or submitted to the State Agency no later than 60 days following the last day of the full month covered by the claim.** Example: Revised October claims are due no later than November 30th, revised January claims are due March 31st. Claims not postmarked or submitted within 60 days **SHALL NOT BE PAID**. The 60 day timeframe is established for submission of any claim corrections or adjustments, NOT submission of the first claim for reimbursement.

For your information and reference, the following paragraph is listed on each claim for reimbursement, which is signed by the SFA authorized representative:

"I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support his claim, that it is in accordance with the terms of existing Agreement(s); I recognize that I will be fully responsible for any excess amounts with may result from erroneous or neglectful reporting herein. **I FURTHER CERTIFY THAT ALL CLAIMS FOR REIMBURSEMENT SHALL BE SUBMITTED TO THE STATE AGENCY BY THE 10TH DAY OF THE MONTH** but no later than the legislatively mandated deadline of 60 days after the end of the claim month. I understand that failure to submit claims within the 60-day deadline may result in such claims not being paid."

DIVISION OF WELLNESS AND NUTRITION



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