



DEPARTMENT OF EDUCATION

Townsend Building
401 Federal Street Suite 2
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<http://education.delaware.gov>

Mark A. Holodick, Ed.D.
Secretary of Education
(302) 735-4000
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August 1, 2023

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD *AB*
Education Associate, Nutrition Programs

RE: **SY 2023-2024 Operational Memo #6**
Child Nutrition Programs Claim Deadlines and Forms

This memo provides a reminder regarding claim submittal timelines, which became effective June 1, 2011. This information applies to all sponsors in the Delaware Department of Education (DDOE) Nutrition Programs. Timelines apply to both original claims and revisions.

1. **Submitting Original Claims** – DDOE requires all sponsors to submit original claims no later than the 10th of the month following the month being claimed. The DDOE Nutrition Office will begin processing claims no later than the 11th of each month. Claims submitted after the 10th will not be processed until the next month. Any original claim submitted after the 60-day deadline will be considered late.
2. **Revision to Claims** – Revisions to the original claim must be submitted in DENARS no later than 60 days after the last day of the month being claimed. Any revision submitted after that day is considered late.
3. **Late Claims** – If a claim is submitted in DENARS after the 60th day, the claim is considered late and the sponsor will receive an error message. For a late claim, sponsors have two options:
 - a. **One-Time Exemption:** The sponsor must complete the form “One-Time Exemption Request” and submit it to DDOE. DDOE has the authority to grant this request only one time every three years for one month only. Sponsors will be notified when the request is approved.
 - b. **Beyond Sponsor Control:** The Sponsor can complete the “Beyond Sponsor Control Request” if the reason for the late claim is something that the sponsor could not control. DDOE needs to submit these requests to USDA for approval. DDOE will inform the sponsor if approved. These requests are not limited to one time every three years.

Please contact our office with any questions at 302-857-3356.

Attachments: Claim Deadline Chart
One-Time Exemption Request Form
Beyond Sponsor Control Request Form

cc: Nutrition Team

**Delaware Department of Education
Child Nutrition Programs
Claim Due Date Chart**

| Month of claim | Last Date for Original and Revised Claims to be Submitted in DENARS |
|-----------------------|----------------------------------------------------------------------------|
| January | April 1* |
| February | April 29 |
| March | May 30 |
| April | June 29 |
| May | July 30 |
| June | August 29 |
| July | September 29 |
| August | October 30 |
| September | November 29 |
| October | December 30 |
| November | January 29 |
| December | March 1** |

*In leap year this date will be March 31.

**In a leap year this date will be February 29.



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One-Time Exemption Request Form

Select Program”

- Child and Adult Food Care Program (CACFP)
- CACFP At-Risk
- Fresh Fruit and Vegetables Program (FFVP)
- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Seamless Summer Feeding Option (SSO)
- Special Milk Program (SMP)
- Summer Food Service Program (SFSP)

Date:

Sponsor Agreement Number:

Sponsor Name:

I am requesting a one-time exemption for payment of a late claim for **(MONTH/YEAR)**:

- Provide a detailed explanation of the reason(s) for late submission of the claim:

- Provide the actions being implemented by your organization to avoid a recurrence of the situation linked to late claim submission:

I, **(SPONSOR NAME)**, understand that a one-time exemption can only be granted once during at 36- month time period and that any future late claim will not be paid, unless it is attributed to circumstances beyond my control, or 36 months have elapsed since the last one-time exemption was granted.

Name:

Title:

Signature:

Email or mail this completed and signed form to:

Aimee F. Beam, Education Associate, Nutrition Programs

Delaware Department of Education

35 Commerce Way, Suite 1

Dover, DE 19904

aimee.beam@doe.k12.de.us



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Beyond Sponsor Control Request Form

Select Program:

- Child and Adult Food Care Program (CACFP)
- Fresh Fruit and Vegetables Program (FFVP)
- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Seamless Summer Feeding Option (SSO)
- Special Milk Program (SMP)
- Summer Food Service Program (SFSP)
- At-Risk

Date:

Sponsor Agreement Number:

Sponsor Name:

I am requesting a Beyond the Sponsor Control Exception for payment of a late claim for **MONTH(s)/YEAR(s)**:

Provide a detailed explanation of the reason(s) for late submission of the claim:

I, [**SPONSOR NAME**] understand that the validity of the circumstances must be evaluated and if warranted, DDOE will submit the exception request to FNS for approval.

Name:

Title:

Signature:

Email or mail this completed, signed form to:

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