

DEPARTMENT OF EDUCATION

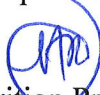
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February 20, 2020

MEMORANDUM

TO: Summer Food Service Program Sponsors

FROM: Aimee F. Beam, MS, RD, LDN 
Education Associate, Child Nutrition Programs

SUBJECT: **2020 SFSP Operational Memo #4**
Claim Deadlines in Child Nutrition Programs

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) Child 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 Child 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 in DENARS is submitted after the 60th day, the claim is considered late and the sponsor will receive an error message. In order to grant an exemption for a late claim, the DDOE Child Nutrition must receive a request from the sponsor in writing stating the reason for the late claim and a corrective action plan. DDOE has the authority to grant this request only one time every three years for one month only and it is pending United States Department of Agriculture approval.

Attached to this memo is a chart with claim submission deadlines. We ask that you adhere to these dates to the best of your ability in order for us to pay claims in a timely manner and to help you to avoid missed reimbursement. Please contact us with any questions at 302-857-3356.

Attachment

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.