



Georgia Department of Early Care and Learning

BRIGHT FROM THE START: Georgia Department of Early Care and Learning

Nutrition Services

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| POLICY | No.: SFSP/00-2 | Effective Date: | 10/22/2004 |
| | | Revised: | 1/25/2019 |
| | | Revision Effective: | 1/25/2019 |

SUBJECT: One-Time Exception Policy

LEGAL AUTHORITY: 7 C.R.F. § 225.9(d)(6), O.C.G.A § 20-1A-4(3)

Cross Reference/See Also: SFSP/03-4 - 30/60 Day Claim Procedure and Revised Claim Limitation for the Summer Food Service Program (SFSP)

I. PURPOSE

The purpose of this guidance is to define the one-time exception policy for sponsors participating in the Summer Food Service Program (SFSP).

II. APPLIES TO

This policy applies to all sponsors participating in the SFSP.

III. DEFINITION(S)

"Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the NYSP, or a private nonprofit organization which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

"Day" means calendar day. When the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is presumed to be due on the next business day.

IV. POLICY

Pursuant to section § 225.9(d)(6) of Title 7 of the Code of Federal Regulations, a final claim for reimbursement must be received by DECAL no later than sixty (60) days following the last day of

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the full month covered by the claim. DECAL may establish shorter deadlines at its discretion. Claims not submitted within sixty (60) days shall not be paid with Program funds unless USDA's Food and Nutrition Service (FNS) determines that an exception be awarded due to an unavoidable and/or uncontrollable situation.

For specific guidance on SFSP claim submission deadlines, please refer to DECAL Policy No. SFSP/03-4 - 30/60 Day Claim Procedure and Revised Claims Limitation for the Summer Food Service Program (SFSP), available at <http://www.decal.ga.gov/SFSP/Policies.aspx>.

Additionally, sponsors may request a one-time exception every (36) months for one monthly original or revised claim which results in an increased reimbursement when the tardiness is due to reasons within the sponsor's control. Any sponsor requesting approval must contact DECAL's Finance Division in writing, describing the events and circumstances that prevented compliance with claim submission requirements. The explanation must include each reason for the upward adjustment causing an amount due to the sponsor (e.g., increasing the number of free lunches on a monthly claim). The sponsor must also include a corrective action plan to correct the conditions that led to the claim's tardiness. The plan must:

- Provide sufficient detail on actions taken to avoid any future late claim submissions from the same or other causes;
- Include a statement that the sponsor understands that the one-time exception is only available once in a 36-month period for each Child Nutrition Program for circumstances within its control; and
- Include a signature of the sponsor's Principal/Program Contact and/or Authorized Representative.

DECAL's Finance Division will review the sponsor's written request and consult with USDA's Southeast Regional Office (SERO) as needed. A decision will be made regarding the one-time exception request based on the circumstances and the availability of funds. If the exception is granted, DECAL will issue a payment to the participant sponsor relative to the claim month submitted for reimbursement. DECAL has discretion to approve one-time exceptions without consulting USDA's SERO.

Note: The one-time exception will only be granted by DECAL for one monthly claim presuming the sponsor has not been previously granted an exception for that Program during the previous 36-month period. DECAL has the discretion to determine if the (36) months begins with the claim month or the approval date and will ensure that such decisions are consistent for all Programs.

A one-time exception may only be granted for each separate Child Nutrition Program (CNP) operated by the sponsor. Therefore, only one exception may be granted for CACFP and one for

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SFSP. Further, an exception for CACFP extends to all centers under the Program. Therefore, if a sponsor received a one-time exception for its child care center, it could not request one for the At-Risk Afterschool Meal center. The sponsor would have to wait (36) months.

If you are unsure if you have used your one-time exception, you may contact DECAL's Finance Division for verification at (404) 656-3325.

V. PROCEDURE(S)

DECAL's Finance Division is charged with handling the one-time exception requests for the SFSP. Request forms can be found on DECAL's website under "SFSP Claims Information."

VI. COMMENT(S)

For questions concerning this policy, please contact the Policy Administrator at (404) 651-8193.