

Claim for Reimbursement
Submission & Deadlines

To be eligible for reimbursement, a claim preparer for each School Food Authority (SFA) must submit a monthly claim for reimbursement that provides accurate data in sufficient detail to justify the reimbursement claimed. The data must include, at a minimum, all participating schools and programs approved to operate, the number of free meals, reduced-priced meals, and paid meals served; and an authorized agent or district official of the SFA must certify and submit the claim in the New Mexico Student Nutrition Portal ([NMSNP](#)).

Claims are due by the tenth (10th) day of the following month being claimed. The claims that are submitted timely are given first priority, those submitted after the due date may be delayed in payment.

All claims submitted by the SFA authorized official will be considered certified and a valid claim.

All original and upward adjusted claims not submitted by the due date (10th) and resulting in a payment may still be submitted by no later than the sixtieth (60th) day following the last day of the month claimed to be considered for payment (see, Claim Deadline Date). Claims submitted after the 60th day deadline cannot be processed, see "Late Claims".

Original claims already submitted that might need an adjustment or corrections after the SFA has notified the Student Success and Wellness Bureau (SSWB) or if it results by the State Agency (SA) claims review, administrative review or audit process must be re-entered, certified and submitted in the NMSNP.

As a courtesy, approximately 20 days after the end of a claim month, SSWB will send a reminder notice to SFAs participating if a claim has not been entered and/or submitted in NMSNP. It is the SFA's ultimate responsibility for a claim to be entered and must follow through to ensure that it was properly submitted to SSWB for approval.

Claim Deadlines

July 2019 through June 2020

<u>Claiming Month</u>	<u>Submission Due date</u>	<u>Deadline Date</u>
July 2018	August 10, 2019	September 29, 2019
August 2018	September 10, 2019	October 30, 2019
September 2018	October 10, 2019	November 29, 2019
October 2018	November 10, 2019	December 30, 2019
November 2018	December 10, 2019	January 29, 2020

December 2018	January 10, 2020	March 1, 2020
January 2019	February 10, 2020	April 1, 2020
February 2019	March 10, 2020	April 29, 2020
March 2019	April 10, 2020	May 30, 2020
April 2019	May 10, 2020	June 29, 2020
May 2019	June 10, 2020	July 30, 2020
June 2019	July 10, 2020	August 29, 2020

A good **spot-check** to do monthly after clicking the “submit button” is to do a refresh on the web browser page and return to the Monthly Claim Summary to re-verify that it was submitted. (See images below) On the upper right hand corner, the status should read, “submitted” with a date stamp in the middle of the page. On the lower right hand corner the submit button should gray-out and locked.

Monthly Claims Summary for All School/Sites

Claim Type: NSLP
 District:
 STARS Code: 5100 Masthead NE
 Address: Albuquerque
 City: Albuquerque
 State Zip: NM 87109

Date: 11/08/2017 Month: October Year: 2017 Enrollment: 240 Schools: 1

Claim was Submitted by: JANET WEEDEN On 11/8/2017 1:41:19 PM

Meal Counts

	Breakfast	Lunch	Snacks
Free	0	642	0
Reduced	0	770	0
Paid	0	66	0
Total Meals	0	1,478	0
Amount Claimed	\$0.00	\$4,273.22	\$0.00

Comments

Return to SFA Claims
 Return to Site Claims

Claim Subtotal: \$4,273.22
 Amount SFA Received This Month: \$0.00
 Amount SFA Paid This Month: \$0.00
 SFA Total For Month: \$4,273.22
 Amount Owed To SFA: \$4,273.22

Submit

Print Site Report Print This Screen

If you need assistance, please call CSHWB at (505) 827-1821.

Late Claims

There are two types of adjusted claims that can be accepted at any time after the claim deadline date:

1. Claims containing changes to meal or eligibility data that result in no increase in reimbursement.
2. Downward adjusted claims. An adjusted claim must be submitted to correct an error that resulted in the SFA being overpaid.

Adjusted claims received after the claim deadline date and result in an increase in reimbursement cannot be processed. Upward adjusted claims received after the deadline for submission will not be “Accepted” in the NMSNP unless the reasons for a late submission meet one or more of the criteria described below.

A **late claim** may be considered for payment in the following three instances:

1. **Claims Review, Administrative Review or Audit.** Adjusted claims submitted to correct errors discovered on an earlier claim by an independent audit or a review. The SFA’s authorized agent or representative must explain the circumstances surrounding the discovery of the errors and must transmit a copy of the **SA notice**, audit or review report. Note: Unless the error is noted in an independent audit or review report, additional payment cannot be approved.
2. **One-time Exception.** The state agency may grant a one-time exception when an SFA has not been granted an exception during the previous 36 months. It is the SSWB’s discretion to approve a one-time exception. To receive a one-time exception, an SFA must submit an acceptable Corrective Action Plan (CAP) to the SSWB. A CAP must include the following items:
 - A detailed explanation of the problems contributing to the lateness,
 - Information about actions being taken to avoid future late claim submissions,
 - A statement to the effect that the SFA understands that if this exception request is granted, the one-time only exception will be made by the SSWB on the basis of the acceptability of the CAP, and
 - The signatures of the claim preparer and an SFA’s authorized official who must be an employee of the district or agency.
3. **Late claims approvable only by the USDA.** A late claim may be approved for payment by USDA. The request for a USDA exception must include the claim and a letter that demonstrates the reason for missing the claim submission deadline was clearly beyond the claim preparer’s control. The letter must explain in detail the extenuating circumstances that made it impossible to meet the deadline and that the deadline was not missed because of negligence, oversight, or workload backlog. Requests for a USDA exception must be submitted by the SSWB. Requests deemed to meet the USDA’s criteria will be forwarded by the SSWB for approval. Please submit requests to:

Student Success and Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Attn: Director, Michael Chavez Email:
MichaelA.Chavez@state.nm.us