



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District School Food Services Directors/Supervisors
Residential Child Care Institutions
Private and Parochial Schools
Charter Schools

FROM: Donna Davis
Director, Office of Health and Nutrition

DATE: November 6, 2024

RE: Claim Procedures

The Code of Federal Regulations (CFR) for the National School Lunch Program (NSLP) [7 CFR 210.8(b)(1)], School Breakfast Program [7 CFR 220.11(b)], and Special Milk Program (SMP)[7 CFR 215.10(b)] outlines the time limits for submitting claims for reimbursement to state agencies by SFAs. These regulations include the Seamless Summer Option (SSO) and Fresh Fruit and Vegetable (FFVP) of the NSLP. The due date for the claim form is the 10th of the month that follows the month covered by the claim. Final claims, including revisions, must be submitted no later than 60 days following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days are at risk of not being paid.

School Food Authorities, SFA, submit claims online through the South Carolina Department of Education's (SCDE) Online Application and Claiming System for Child Nutrition Programs (SCAPS).

Timely payment: SFAs must adhere to the SCDE's "Schedule for Submitting Claims for Reimbursement" on page 2 of this memo to ensure timely payment of claims. A claim that is entered after the due date noted in column 2 of this schedule is at risk for not being processed until the next month. SFAs must ensure that monthly reimbursement claims are entered and submitted for payment in SCAPS by the deadline to ensure timely payment.

Late claims: Although SFAs may prepare and submit a claim in SCAPS at any time that the system is open, a claim that is submitted after the final deadline (column 3 of the SCDE's "Schedule for Submitting Claims for Reimbursement") will only be paid if the SFA is eligible

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and approved for a one-time exception. SCDE has the authority to approve a one-time exception every 36 months for one monthly original or revised claim submitted after the 60-day deadline that results in increased reimbursement when the lateness is due to reasons within the control of the SFA. The one-time exception must be from the federal fiscal year (October 1 through September 30) to which the claim applies. To be considered for payment, the SFA must send a written request on Local Education Authority (LEA) letterhead to the Office of Health and Nutrition. The request must include the reason for the request and details about the claim being amended.

Office of Health and Nutrition
Schedule for Submitting Claims for Reimbursement*
October 1, 2024 – September 30, 2025

Column 1: Reimbursement Claim Month	Column 2: Due Date <i>SCDE must receive the claim by this date to ensure prompt payment</i>	Column 3: Final Deadline <i>Final date that the claim can be submitted to SCDE to receive payment*</i>
October 2024	November 10, 2024	December 30, 2024
November 2024	December 10, 2024	January 29, 2025
December 2024	January 10, 2025	March 3, 2025
January 2025	February 10, 2025	April 1, 2025
February 2025	March 10, 2025	April 29, 2025
March 2025	April 10, 2025	May 30, 2025
April 2025	May 10, 2025	June 30, 2025
May 2025	June 10, 2025	July 30, 2025
June 2025	July 10, 2025	August 29, 2025
July 2025	August 10, 2025	September 29, 2025
August 2025	September 10, 2025	October 30, 2025
September 2025	October 10, 2025	December 1, 2025

* “Submitted” means claims for reimbursement are prepared by the SFA’s designated claims preparer and then subsequently certified (i.e., submitted) in SCAPS.

Considerations for Submitting Claims

1. Claims are due (received by SCDE) by the date in column 2 of the “Schedule for Submitting Claims for Reimbursement.”
2. Claims (original or revised) must be submitted online by the date in column 3 (final deadline) to be eligible for receiving reimbursement.
3. The claim for reimbursement for any month must include only meals, snacks, or milk served in that month. The only exception for claiming meals outside of the month being claimed is when the first or last month of CNP operations contains 10 operating days or less. In this case, SFAs have the option of combining those days with the appropriate adjacent month. For example, if a SFA serves six operating days in August, the SFA may opt to combine those meal counts with the September claim.

Questions may be directed to assigned Education Associates

DD:em