### Late Claim Explanation and Prevention Plan

Complete, sign, and email or fax this form to the Grants Administrator at [aneshia.harris@decal.ga.gov](mailto:aneshia.harris@decal.ga.gov) or 404-651-7428 or 770-342-3118 for approval prior to processing this claim. Please note that claims submitted after 30 days can be held up to 45 days.

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| **Agreement number:** |  |
| **Claim month/year:** |  |

Please explain why you did not meet the 30-day deadline for submitting claims.

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Please explain what actions you have taken to prevent this from happening again.

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| Date |  | Printed Name of Authorized Signature |  | Authorized Signature |