



Georgia Department of Early Care and Learning

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

**Nutrition Services**

<b>POLICY</b>	<b>No.: CACFP/00-2</b>	<b>Effective Date:</b>	10/1/2000
		<b>Revised:</b>	7/1/2016
		<b>Revision Effective:</b>	7/1/2016

**SUBJECT:** One Time Exception Policy

**LEGAL AUTHORITY:** 7 C.F.R. § 226.10 (e) and 7 C.F.R. § 225.15(c), O.C.G.A § 20-1A-4(3)

*Cross Reference/See Also:* CACFP/01-15 - 30/90 Day Claim Procedure and Revised Claim Limitation for the CACFP

**I. PURPOSE**

The purpose of this guidance is to define the one-time exception policy for institutions participating in the Child and Adult Care Food Program (CACFP).

**II. APPLIES TO**

This policy applies to all institutions participating in the CACFP.

**III. DEFINITION(S)**

"Institution" means a sponsoring organization, child care center, outside-school-hours care center, emergency shelter, or adult day care center participating in the CACFP. (7 C.F.R. § 226.2). It also includes homeless shelters and "at-risk" after school care programs.

**IV. POLICY**

Section 226.10 (e) and 225.15 (c) of the Code of Federal Regulations state that a final and accurate claim for reimbursement must be received by the State agency not later than 60 days following the last day of the full month covered by the claim. State agencies may establish shorter deadlines at their discretion. This section further states that claims not submitted within 60 days shall not be paid with Program funds unless the Food and Nutrition Service (FNS) determines that an exception is awarded based on the fact that the claim was not submitted within the time requirements due to an unavoidable/uncontrollable situation.

# Nutrition Services

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Any participant that wishes to receive a one-time exception for a claim reimbursement must contact the Finance division at Bright from the Start: Georgia Department of Early Care and Learning (DECAL) in writing, stating the reason that the claim was not submitted in the required timeframe. The request must also include the process that the participant has implemented to ensure that claims will be submitted no later than 60 days following the last day of the full month covered by the claim in the future. DECAL Finance division staff will review the letter and consult with USDA as needed. A decision will be made regarding the one-time exception request based on the circumstances and the availability of funds.

The one-time exception is available to each participant only once every 36 months for each individual USDA program (CACFP and SFSP). If the exception is granted, DECAL will make payment to the participant based on the claim month that is submitted for reimbursement.

If you are not sure 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 will handle all one-time exceptions for the CACFP as well as the SFSP. The division will administer this process and respond to all requests for one-time exceptions.

## VI. COMMENT(S)

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