

Child Nutrition Programs Claim Timelines

Month	60 Day Deadline
January*	April 1
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December**	March 1

- If a 60 day deadline falls on a Saturday, Sunday or federal holiday, the due date is the next business day. Claims in Error Status due to the extended due date will be manually approved.
- In a leap year:
 - *60 day deadline = March 31
 - **60 day deadline = February 29
- Downward revisions have no due date. The revision needs to be submitted with the next original claim. Example: If a downward revision to a September Claim is discovered in May, the September claim would need to be revised when the May original is submitted.
- One time exception – If you fail to file an original or upward revision within the prescribed timelines, a request for a One-time exception can be made in writing to ODE–Child Nutrition Programs. A sponsor may only have a one-time exception in a 36 month period per program (NSLP, SBP, CACFP, and SFSP).
- Claim exceptions for late claims due to circumstances beyond your control - flood, fire, technology crash - may be granted without the 36-month period per program restriction. An exception request must be made in writing to ODE-Child Nutrition Programs. These exceptions are then requested by the ODE on behalf of the sponsor to USDA Western Region.
- For claim exception request procedures, please contact your Child Nutrition Specialist.

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