

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. 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.*
Claims 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) 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 Dates*”).
- *Claims submitted after the 60th-day deadline cannot be processed, see “Late Claims”.*

Editing Submitted Claims

Upon occasion, claims may require an adjustment or a correction by the SFA.

SFA’s oversight:

- It is the SFA’s obligation to notify the Student Success and Wellness Bureau (SSWB). Then, the claim can be re-entered, certified, and submitted again. Please note, editing a claim upwards (for more money) is not permitted after the 60th-day deadline, see “*Late Claims*”.

Directed by the State Agency Staff:

- Upon occasion, claims may require an adjustment or a correction by the SFA due to a State Agency (SA) claim’s review, administrative review, or audit process. Therefore, these claims must be re-entered, certified, and submitted in the [NMSNP](#) as directed by the State Agency.

It is the SFA’s ultimate responsibility to enter claims. SFA’s must follow through on all claims, to ensure that it was submitted correctly to SSWB for approval.

As a courtesy, we have provided resources to help ensure your claims are submitted in a timely manner.

Outlook Calendar Reminders:

[Click here to download Outlook Calendar Reminders](#)

Excel Files with List for Deadlines for SY21-22:

[Click here to download excel file with Submission Deadlines](#)

July 2021 through June 2022	
Claim Month	Submission Deadline
July 2021	Wednesday, September 30, 2021
August 2021	Tuesday, October 31, 2021
September 2021	Tuesday, November 30, 2021
October 2021	Friday, December 31, 2021
November 2021	Monday, January 31, 2022
December 2021	Monday, February 28, 2022
January 2022	Thursday, March 31, 2022
February 2022	Friday, April 29, 2022
March 2022	Tuesday, May 31, 2022
April 2022	Thursday, June 30, 2022
May 2022	Friday, July 29, 2022
June 2022	Wednesday, August 31, 2022

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 changes in reimbursement revenue.
2. Downward adjusted claims. An adjusted claim to correct an error that resulted in the SFA being overpaid.

Adjusted claims, resulting in an increase in reimbursement received after the claim deadline date, 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 instances:

- 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.
- One-Time-Only 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. (“*See One Time Only Exception Policy*” below)

One Time Exception Policy for Late Claims:

In accordance with Title 7, Code of Federal Regulations (7 CFR), sections 210.8(b)(1), 225.9(d)(6), and 226.10(e), a final claim for reimbursement shall be submitted to the state agency no later than 60 days following the last day of the full month covered by the claim. Claims not submitted within 60 days shall not be paid with program funds unless otherwise authorized by the U.S. Department of Agriculture (USDA) Food and Nutrition Service.

In accordance with USDA All Points Bulletin: SPS 92-40, issued on April 22, 1992, NM-PED-SSWB has the discretion to approve an OTO for reimbursing a valid late claim once every 36 months per program to SFA's operating the National School Lunch Program (NSLP).

NM-PED-SSWB limits the use of the OTO to the current federal fiscal year (October 1–September 30) in which the claim is late.

NM-PED-SSWB requires sponsors to submit the following items in order to evoke the OTO:

- Request for OTO in writing to: kate.ullrich2@state.nm.us
 - CC your assigned Health Educator
- Corrective Action Plan: Provide sufficient details on actions taken to avoid any future late claim submissions from the same or other causes.
- Include a statement that the institution understands that the one-time exception is only available once in a 36-month period for circumstances within its control.
- Include a signature of the institution's designated official or other senior level.

If NM-PED-SSWB approves the OTO request, the SFA must also certify and submit the OTO reimbursement claim in [NMSNP](#) no more than 15 days after receiving approval from NM-PED-SSWB.

Note: It is the SFA's sole responsibility to follow up completely to ensure the payment has been submitted properly.

Note: The one-time exception will only be granted by NM-PED-SSWB for one monthly claim presuming the institution has not been previously granted an exception for NSLP during the previous 36-month period.