

### Claim for Reimbursement Due Dates and Important Information

Reimbursement rates for the program year are available on the CANS website. Claims for reimbursement are filed through the iCAN system.

To receive reimbursement each sponsor agency will submit a monthly Claim for Reimbursement by the 10th day, following the last day of the month covered by the claim month. If for some reason, you cannot submit claims by the due date, the sponsor agency has no later than 60 days from the end of the month served to file the claims and receive reimbursement. Agencies on have 60 days to file a revision if you find an error in the claim for reimbursement.

Final Reimbursement Claim Submission Deadline – 60 days

Final claim for reimbursement shall be submitted in the iCAN system no later than 60 days following the last day of the full month covered by the claim. When the 60<sup>th</sup> day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day.

Claim Month	Due Date	(60 days) Final Deadline
July	Aug 10th	Sept 29
August	Sept 10th	Oct 30
September	Oct 10th	Nov 29
October	Nov 10th	Dec 31
November	Dec 10th	Jan 29
December	Jan 10th	Mar 1**
January	Feb 10th	April 1**
February	Mar 10th	April 29
March	April 10th	May 30
April	May 10th	July 01
May	June 10th	July 30
June	July 10th	Aug 29

\*\*during a leap year, the due date is one day earlier

**Effective October 2018:**

**Upward Revision**

When errors have been made on the original claim submitted, Sponsors may submit a revision to that claim. Revised claims for an upward adjustment in reimbursement must be submitted within 60 days after the end of the claiming month (see Claim Due Dates chart above).

Federal guidance can be found under 7 CFR 210.8(b)(1)(4), 215.10(b), 220.11(b), 225.9(d)(6), 226.10(e).

**Effective April 2016:**

Claims are due in the iCAN system on the 10<sup>th</sup> day following the claim month (e.g. September claim is due by October 10<sup>th</sup>). Claims will be locked in “view only” on the next business day. If the 10<sup>th</sup> falls on a weekend or holiday, claims are due by 8 AM CT on the following business day after the weekend or holiday, after 8AM CT claims will be locked in “view only” until payment processing is complete.

Four-day week schools: Note that meals can be claimed only on days when classes are held that meet the state requirements for class time.