POLICY ALERT

Date: November 1, 2005
Reference: # CACFP ADC 2006-2
To: Child and Adult Care Food Program-Adult Day Care (CACFP-ADC) Contractors
Subject: Submitting Late Claims Due to Emergency Feeding of Adult Evacuees from Hurricane Katrina
Effective Date: Immediately

Purpose
This Policy Alert is to announce that contractors feeding eligible adults in the CACFP for centers accommodating adult evacuees from Hurricane Katrina may submit late claims for August, September, October, and November 2005, according to the extended deadlines shown below without having to request a waiver of the 60-day deadline.

Implementation
This Policy Alert takes effect immediately and will remain in effect until further notice.

Definition
Areas Affected by Hurricane Katrina are areas where it is determined that the hurricane’s impact (in terms of displaced persons, food shortages, etc.) will have a significant impact on Program operations.

Procedure
Contractors who are unable to maintain normal accounting procedures due to an influx of evacuees from areas affected by Hurricane Katrina and are experiencing a delay in the claims submittal process because of their efforts to accommodate displaced adults may submit late claims by:

- Submitting a paper form H1532, “Claim for Reimbursement,”
- Attaching a complete and correct “Late Claim Request Due to Hurricane Katrina” form (see attachment) to their “Claim for Reimbursement,” Form H1532, and;
- Submitting both forms to the Special Nutrition Programs State Office for their claim for reimbursement to be paid.

Late claim submittal timeframe:

<table>
<thead>
<tr>
<th>Submit claims for reimbursement for the month of...</th>
<th>Postmarked or received by Special Nutrition Programs Financial no later than...</th>
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<tbody>
<tr>
<td>August 2005</td>
<td>December 31, 2005</td>
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<tr>
<td>September 2005</td>
<td>December 31, 2005</td>
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<tr>
<td>October 2005</td>
<td>January 31, 2006</td>
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<tr>
<td>November 2005</td>
<td>February 28, 2006</td>
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This Policy Remains in Effect Until Further Notice
Procedure continued

Paper claims and attachments may be sent by mail to:

Financial Services, Y-906
Texas Health and Human Services Commission
P.O. Box 149030
Austin, Texas 78714-9030

Or by FAX to: (512) 371-9319

Hurricane Katrina claims postmarked or received by us later than the extended deadline will not be paid, unless you have “good cause” or exercise the “one-time-exception” option. See CACFP ADC Handbook, Sections 4363, Late Claims, 4363.1, Good Cause; and 4363.2, One-Time-Exception, for information on late claims.

Note: Contractors must retain all documentation for three years and 90 days from the end of the program year. If audit findings, claims, or litigation have not been resolved, keep all documentation until they are resolved.

Adverse Action

Failure to submit claims according to the extended deadline may result in the nonpayment of your claim. Failure to maintain and provide documentation may result in adverse action up to and including the termination of your Special Nutrition Programs contract.

Contact

If you have any questions please contact your Area Program Office.

ATTACHMENT