



*Original Signed*

HNS 10-2025

**MEMORANDUM**

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**To:** Operators of Arizona Child Nutrition Programs

**From:** Melissa Conner, Senior Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services Division

**Date:** October 21, 2025

**Subject:** Guidance on Claiming One-Time Exceptions for Late Reimbursement Claims Under USDA Child Nutrition Programs

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This memorandum serves to notify entities of the Arizona Department of Education, Health and Nutrition Services (HNS) updated guidance for submission of **One-Time Exceptions (OTE)** for late reimbursement claims under the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). This includes the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Seamless Summer Option, Special Milk Program, Summer Food Service Program, Child and Adult Care Food Program, and Fresh Fruit and Vegetable Program.

**Standard Claim Submission Requirements**

Per federal regulations (7 CFR §210.8 and §225.9), final claims for reimbursement must be submitted **no later than 60 days** following the last day of the month covered by the claim. CNP claims submitted after this deadline are **not eligible for reimbursement** unless an OTE request is submitted and granted by HNS.

**One-Time Exception (OTE) Current Guidance and Process**

Entities may request an **OTE** to submit a late claim **once every 36 months per CNP**. OTE approval is contingent upon meeting the following:

- No prior OTE granted for the same CNP within the past 36 months.
  - For example, if an entity requests an OTE for the March 2025 claim month, the program is not eligible for consideration of another OTE until April 2028.
- Submission of the OTE request form signed by the entity's authorized representative listed on the current Food Program Permanent Agreement.

**Tom Horne, Superintendent of Public Instruction**

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- [Child and Adult Care Food Program Permanent Agreement](#)
- [Summer Food Service Program Permanent Agreement](#) for Community Organizations
- [Food Program Permanent Service Agreement for School Food Authorities](#)
- HNS approval of the **OTE Corrective Action Plan (CAP)**.
  - For HNS to approve a CAP, the OTE must include the reason for lateness and address the actions the entity will implement to ensure the timely submission of monthly CNP claims.

## Updated Guidance for OTE

Effective immediately, HNS will no longer accept OTE requests for any claim month prior to October 2024. Beginning with the October 2024 claim month, the OTE request will only be approved if received and approved by December 29, 2025. In accordance with the Federal Fiscal Year (FFY), which runs from October 1 to September 30, ADE HNS will no longer process OTEs received 90 days after the start of the new FFY, or December 30 annually. This means, effective immediately, OTEs for the previous fiscal year must be submitted no later than December 29 annually.

### Example:

- A claim for August 2024 will no longer be accepted, as the OTE would have been due December 29, 2024.
- For a March 2025 claim, an OTE, if approved by December 29, 2025, will be accepted. Any requests after this date will not be accepted.

### Key Dates:

- **Federal Fiscal Year (FFY):** October 1 - September 30 Annually
- **Deadline to Submit OTEs for Prior FFY:** December 29 Annually
  - Example: An OTE for a missed claim for a month within FFY 25 (October 1, 2024 - September 30, 2025) must be submitted by December 29, 2025.
- **36 Months:** Entities may request an **OTE** to submit a late claim **once every 36 months per CNP**.
- **[Claiming Calendar](#):** A resource that outlines 60-day claiming deadlines.

If you have questions or need assistance, please contact your assigned Health and Nutrition Services Specialist or submit a request for service through HelpDesk by using the following link: <https://helpdeskexternal.azed.gov/>.

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2. **Fax:** (202) 690-7442; or
3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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