



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
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SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2006
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #7**

TO: Family Day Care Home Sponsors

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: June 6, 2006

SUBJECT: FDCH Claim Amendment Options

Due to technical advances brought about by the on-line claim system, the Michigan Department of Education (MDE) is offering family day care home (FDCH) sponsors two options on when to submit Child and Adult Care Food Program (CACFP) claim amendments.

FDCH sponsors may submit claim amendments in the Michigan Education Information System (MEIS):

1. Immediately upon the amendment of a day care home claim or
2. According to the following schedule:
 - Cumulative October/November amendments by March 1.
 - Subsequent October/November and December through February amendments by June 1.
 - Subsequent October/February and March through May amendments by September 1.
 - Subsequent October/May and June through September amendments by January 1.

The exception to this schedule would be for claim amendments required from reviews or audits – these revisions must be entered into the MEIS FDCH on-line claim immediately.

Rarely, there may be unique or unusual circumstances, such as appeals, that can be dealt with on a case-by-case basis.

Please contact our office at (517) 373-7391 if you have any questions.

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