

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective January 1, 2011

Policy No. AC:32.0

Closeout Reports

Purpose

To allow the state agency (SA) sufficient time to process and prepare a grant closeout report for the United States Department of Agriculture (USDA).

Authority

7 CFR Part 3016

Policy

Local agencies (LAs) shall submit all financial reports requesting reimbursement for a given fiscal year's expenditures no later than 60 calendar days after the close of the federal fiscal year, i.e.. no later than 60 calendar days following the contract term.

Procedures

Requests for reimbursement submitted more than 60 calendar days following the end of the contract attachment term shall not be processed. Exceptions shall be considered on a case-by-case basis for extenuating circumstances such as a catastrophic event, natural disaster, or criminal activity that substantially interferes with normal business operations or causes damage or destruction of the place of business and/or records. A written statement describing the extenuating circumstance and the late request for reimbursement shall be submitted for review and approval to the WIC program.