



800 Governors Drive
Pierre, SD 57501-2294

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Claim for Reimbursement Due Dates and Instructions

Reimbursement rates for the program year and claim forms are available on the CANS website.

When the due date falls on a weekend or holiday, the claim is due the following business day.

If you serve 10 days or less in a month, combine those days with the month's claim before or after, as applicable, except that June and July must be separated for all programs except Summer Food Service.

If, for some reason, you cannot submit claims by the due date, the agency has 60 calendar days from the end of the month served to file the claims and receive reimbursement. File a revision if you find an error in the claim for reimbursement. You can file a downward adjustment (where it decreases the amount due to you) at any time. You must file an upward adjustment within 90 calendar days for the end of the month served.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Mar 1**	Mar 31**
January	Feb 10	Apr 1**	May 1**
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28

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

Claims can be filed electronically by scanning and emailing to the appropriate staff members if your agency allows electronic signatures.

Claims can be faxed to 605-773-6139.

Claims can be mailed to 800 Governors Dr, Pierre SD 57501-2294.

If you need a paper copy of the claim, please contact staff in the Department of Education's Office of Finance & Management.

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.