



Enquiries: TJC Cele

Ref: 13/9/1/2

Date: 18 August 2020

**DEPUTY DIRECTOR GENERAL**  
**CHIEF DIRECTOR: DISTRICT OPERATIONS MANAGEMENT**  
**DISTRICT DIRECTORS**  
**CHIEF EDUCATION SPECIALISTS**  
**CES'S – CIRCUIT MANAGEMENT**  
**DEPUTY DIRECTORS**  
**CIRCUIT MANAGERS**  
**ASSISTANT DIRECTORS**  
**PRINCIPALS OF SCHOOLS**  
**CHAIRPERSONS OF SCHOOL GOVERNING BODIES**

**KZN CIRCULAR NO. 68 OF 2020**

**SUBJECT: NATIONAL SCHOOL NUTRITION PROGRAMME: SUBMISSION OF CLAIMS ON TIME**

1. National School Nutrition Programme has an obligation to ensure that service providers contracted to supply nutritious meals to learners are paid within 30 days after claims' submission as per the Treasury Regulation 8.2.3.
2. The Department has arrangements to warrant that service providers are indeed paid on time, however, principals of schools and service providers have a responsibility to ensure that claims are submitted timeously.
3. The Province has designed a schedule of claim submission dates that are a key factor in ensuring that we together, abide by the regulations.
4. The following is a prescribed schedule of dates for the collection of claims from schools to districts and further on to Head Office for certain districts.
5. Please be reminded that for that the following documents comprises of an NSNP claim: EF 73 form, summary invoice, detailed invoice, purchase order note, delivery note, feeding register and route form. On submission of the claim, an acknowledgement form must be signed and a copy kept as proof of claim submission.

**2020/21 SUBMISSION AND PAYMENT DATES**

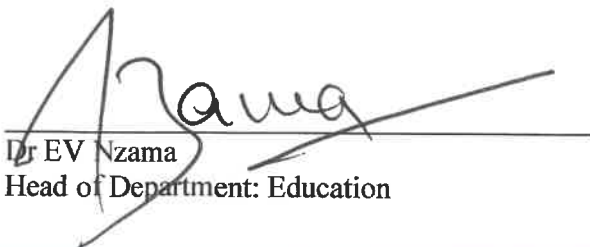
Month	Date of Submission	Run Date	Payment date	Days to payment
August	31 August 2020	<b>29 September 2020</b>	02 October 2020	24 days
September	28 September 2020	<b>27 October 2020</b>	30 October 2020	28 days
October	26 October 2020	<b>24 November 2020</b>	27 November 2020	20 days
November	30 November 2020	<b>21 December 2020</b>	24 December 2020	25 days
December	Nil	Nil	Nil	Nil
January	25 January 2021	<b>23 February 2021</b>	26 February 2021	30 days
February	22 February 2021	<b>30 March 2021</b>	02 April 2021	25 days
March	29 March 2020	<b>26 April 2021</b>	29 April 2021	24 days



All service providers are advised that in order to be paid on the scheduled dates the following compulsory documents must be submitted:

1. Purchase order note
  2. Delivery note
  3. Summary feeding registers
  4. Summary invoice
  5. Detailed invoice
  6. EF 73
  7. Feeding register
  8. Route form
  9. Acknowledgement of receipt form (to be received from the district on submission)
- **Note Well:**  
**Principals of schools and educators facilitating NSNP in schools are requested to ensure that all schools adhere to the submission dates. As such, it is mandatory that all schools must ensure that submission of invoices are done timely for all service providers. Where the service provider does not comply with requirements for submitting invoices and associated documentary evidence, they will be in breach of the agreement and can be terminated for failure to carry out their responsibilities. Similarly, any official who withholds the invoices puts the Department under breach in terms of the service level Agreement and serious steps can be instituted against such official/s by the Head of Department.**

The content of this circular must be made available to all school participating in the national school nutrition Programme.

  
Dr EV Nzama  
Head of Department: Education

  
Date