



**STATE OF CONNECTICUT**  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch, School Breakfast and Special Milk Programs

**FROM:** Cheryl Resha, Education Manager  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** October 29, 2009

**SUBJECT: Operational Memorandum #1-10**  
Schedule for Submission of Online Reimbursement Claim Data

The Code of Federal Regulations for the National School Lunch Program [§ 210.8(b)(1)] outlines the time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the 15<sup>th</sup> of the month following the last day of the month covered by the claim or as noted on the new schedule below when the 15<sup>th</sup> falls on a weekend or holiday. Final claims, including revisions, must be submitted no later than 60 days following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days may not be paid. The new schedule is listed below.

As a reminder, sponsors must adhere to this schedule to ensure timely payment of claims. The claim system will be locked at the close of the work day on the date indicated in column 2 on the Schedule for Submission of Claims. Additionally, during a certain period every month, claims are locked due to processing. The timeframe for processing varies; therefore, if you are locked out and cannot submit your online claim, we suggest that you try daily until the claims are unlocked.

**Note:** If you are submitting a **late claim** that is a claim reaching the final deadline date for submission outlined in column 4 and the claiming system is locked, you should submit this claim on the enclosed paper Claim for Reimbursement form. ***This form may only be used for the submission of late claims that are approaching the final deadline date.*** These claims must be sent to the attention of Avis Kelly at the Bureau of Health/Nutrition, Family Services and Adult Education, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457. These forms must be postmarked not later than the date in column 4.

Questions may be directed to:

COUNTY	CONSULTANT	EMAIL	PHONE
Hartford and Windham	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079
Litchfield and Middlesex	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2048
Fairfield and New London	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
New Haven and Tolland	Bob Zwack	<a href="mailto:robert.zwack@ct.gov">robert.zwack@ct.gov</a>	860-807-2081

**Schedule for Submission of Online Reimbursement Claim Data  
Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
October 1, 2009 - September 30, 2010**

(1)	(2)	(3)	(4)
Reimbursement Claim Month	This DUE DATE is the date the claim must be received by the State Agency to ensure prompt payment	This is the date that the reimbursement claim check is due to be paid if the State Agency receives claim by the date in Column (2)	FINAL DEADLINE To receive payment, this is the final date that the claim can be submitted* to the State Agency
October 2009	November 16, 2009	December 31, 2009	December 31, 2009
November	December 15	January 29, 2010	January 29, 2010
December	January 15, 2010	March 1	March 1
January 2010	February 15	April 1	April 1
February	March 15	April 29	April 29
March	April 15	June 1	May 29
April	May 14	June 28	June 28
May	June 15	July 30	July 30
June	July 15	August 30	August 28
July	August 16	September 30	September 30
August	September 15	November 1	October 30
September	October 15	November 29	November 29

**\*Definition:** "Submitted" means mailed (postmarked).

1. Claims are due (received by State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Final claim data **MUST** be received "On-Line" by the date in column (4) to comply with the required time frame (60 days).
3. Claim forms (original and/or revised) must be submitted "On-Line" by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

CR:tdd

Enclosure