

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
 BUREAU OF HEALTH AND NUTRITION SERVICES AND  
 CHILD/FAMILY/SCHOOL PARTNERSHIPS  
 25 INDUSTRIAL PARK ROAD  
 MIDDLETOWN, CONNECTICUT 06457-1543

TO: National School Lunch, Breakfast and Special Milk Sponsors

FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs

DATE: October 13, 2004

SUBJECT: Operational Memorandum #01-05 Schedule for Submission of Reimbursement Claims:  
***ED-103 Reimbursement Claim Data***

Public Law 96-151 mandates time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim data is the fifteenth of the month following the last day of the month covered by the claim or as noted below when the 15<sup>th</sup> falls on a weekend or holiday. Final claim data, including revisions, must be submitted not later than 45 days following the last day of the month covered by the claim. Claim data not filed or corrected within the 45 days may not be paid. The new schedule is listed below.

(1)	(2)	(3)	(4)
Claim Month	- DUE DATE - Received by State agency for prompt payment	Check due if received by date in (2)	- FINAL DEADLINE - SUBMITTED* TO STATE AGENCY BY THIS DATE TO BE PAID
October 2004	November 15, 2004	January 7, 2005	December 15, 2004
November	December 15	February 7	January 14, 2005
December	January 14, 2005	March 8	February 14
January 2005	February 15	April 7	March 17
February	March 15	May 10	April 14
March	April 15	June 7	May 13
April	May 16	July 7	June 14
May	June 15	August 8	July 15
June	July 15	September 6	August 13
July	August 15	October 7	September 14
August	September 15	November 7	October 14
September	October 14	December 6	November 14

\* **DEFINITION:** SUBMITTED means – Data entered, submitted and received by the Child Nutrition web site at: [www.csde.po.state.ct.us/connecticutprod](http://www.csde.po.state.ct.us/connecticutprod) or 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. Claim data **MUST** be received “On-Line” postmarked by the date in column (4) to comply with the required time frame (45 days).

*NOTE: Only the U.S. Postal Service postmark is acceptable for the 45-day final deadline. Claims received using agency postage meter dates will not fulfill the final deadline requirement.*

3. Claim forms (original and/or revised) must be submitted “On-Line” or postmarked by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.