

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Acting Chief
Bureau of Adult Education and Nutrition Programs

DATE: October 20, 2003

SUBJECT: Operational Memorandum #02C-04 ***ED-103 Schedule D Reimbursement
Claim for Day Care Centers***

Enclosed is the ***ED-103 Schedule D Reimbursement Claim for Day Care Centers*** effective for October 1, 2003. **The information that has changed from last year includes the revision date and the total column which now requires the Average Daily Attendance total to be entered. Please discard outdated forms on file.**

The CACFP Website is now online and may be accessed at
<http://www.state.ct.us/sde/deps/nutrition/CACFP/index.html>

The claim form and instructions will be available for download from the website at your convenience by the end of October. Therefore, it will no longer be necessary for sponsors to request a copy of the form via E-mail or on disk. It must be noted however, that the claim form was approved by the Forms Review Committee of the State Department of Education and contains information that is required by the U. S. Department of Agriculture. Contents may not be deleted or added.

It is very important that monthly claim forms are accurately addressed to ensure timely arrival to the Bureau of Adult Education and Nutrition Programs. Timeliness is critical to assure on-time payments to the organization. The following address must be used for claim form submission:

**Connecticut State Department of Education
Bureau of Adult Education and Nutrition Programs
25 Industrial Park Road
Middletown, CT 06457-1543
Attn: Avis Kelly**

IMPORTANT NOTE: *This memorandum with the attached revised claim form and memorandum #01C-04 dated October 16, 2003, which transmitted the claim submission deadlines, MUST be forwarded to the appropriate agency personnel responsible for preparing and submitting the monthly reimbursement claims to the State agency. Failure to appropriately disseminate this information within your organization may result in use of the outdated claim form, late claim submission, and/or incorrectly addressed claim submission. Any or all of these factors may affect the payment of claims for your organization.*

If you have any questions contact Susan Boyle at 860-807-2074, Susan Bransfield at 860-807-2076 or Benedict Onye at 860-807-2080.

Enclosure