

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: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Charlene Russell-Tucker, Chief
 Bureau of Health and Nutrition Services and Child/Family/School Partnerships

DATE: October 17, 2006

SUBJECT: Operational Memorandum #01C-07 and #01H-07
 Schedule for Submission of Reimbursement Claim Forms:
ED-103 Schedule D Reimbursement Claim for Day Care Centers
ED- 103 Schedule C Reimbursement Claim for Day Care Homes

Public Law 96-151 mandates time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the fifteenth of the month following the last day of the month covered by the claim or as noted below when the 15th falls on a weekend or holiday. Final claims, including revisions, must be submitted not 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.

| (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 2006 | November 15, 2006 | December 30, 2006 | December 30, 2006 |
| November | December 15 | January 29, 2007 | January 29, 2007 |
| December | January 16, 2007 | March 1 | March 1 |
| January 2007 | February 15 | April 2 | March 31 |
| February | March 15 | April 30 | April 28 |
| March | April 16 | May 30 | May 30 |
| April | May 15 | June 29 | June 29 |
| May | June 15 | July 30 | July 30 |
| June | July 16 | August 29 | August 29 |
| July | August 15 | September 29 | September 29 |
| August | September 14 | October 30 | 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. Claims **MUST** be postmarked by the date in column (4) to comply with the required time frame (60 days).
NOTE: Only the U.S. Postal Service postmark is acceptable for the 60-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 postmarked by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

If there are any questions about this information, contacts are as follows:

Day Care Center Sponsors: Susan Boyle at (860) 807-2074, Celia Cordero at (860) 807-2076 or Benedict Onye at (860) 807-2080. Day Care Home Sponsors: Susan Bohuslaw at (860) 807-2073.