

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) Home Sponsors

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

DATE: October 17, 2006

SUBJECT: Operational Memorandum #02H-07
ED-103 Schedule C – Reimbursement Claim for Day Care Homes

Enclosed for your use is a supply of revised ED-103 Schedule C reimbursement claim forms and instructions. The new forms must be used beginning with the October 2006 claim that is due in the Bureau of Health and Nutrition Services and Child/Family/School Partnerships on **November 15, 2006**.

Accuracy of claim data submitted with the data CD is critical. Claims will not be processed for payment if discrepancies are found. Therefore, the reports that will assist in ensuring the integrity of the claim data should be printed and reviewed monthly.

If there are questions regarding the issues addressed in this memorandum, sponsors may contact Susan Bohuslaw at 860-807-2073.

Enclosures

CRT:shb