



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: Paul F. Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: December 6, 2007

**SUBJECT: Operational Memorandum #02C-08
ED-103 Schedule D – Reimbursement Claim for Day Care Centers**

Enclosed is the form *ED-103 Schedule D - Reimbursement Claim for Day Care Centers (rev. 07/07)* effective for use beginning immediately. For your convenience, the claim form and instructions are also available for download from the State Department of Education website at: <http://www.sde.ct.gov/sde/>

Please note that the reimbursement claim form was approved by the Forms Review Committee of the Connecticut State Department of Education and contains information that is required by the U.S. Department of Agriculture. Under no circumstances are the contents of the claim form to be changed, added or deleted.

It is very important that monthly claim forms are addressed properly to ensure timely arrival to the Bureau of Health/Nutrition, Family Services and Adult Education. Timeliness is also critical to ensure prompt payments to the participating organization.

The following address must be used for claim form submission:

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457-1543
ATTN: Avis Kelly

IMPORTANT NOTE: *This memorandum with the attached revised claim form and Operational Memorandum #01C-08 dated October 24, 2007, which previously 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 **Failure to appropriately disseminate this information within your organization may result in use of an outdated claim form, late claim submission, and/or incorrectly addressed claim submission.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.***

Please contact Susan Boyle at (860) 807-2074, Celia Cordero at (860) 807-2076 or Benedict Onye at (860) 807-2080 if you have any questions.

PF:shb

Enclosure