



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: October 30, 2008

SUBJECT: Operational Memorandum #01C-09 and #01H-09
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

The Code of Federal Regulations for the Child and Adult Care Food Program [§ 226.10(e)] 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 on the new schedule 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 2008	November 14, 2008	December 30, 2008	December 30, 2008
November	December 15	January 29, 2009	January 29, 2009
December	January 15, 2009	February 28	February 28
January 2009	February 16	April 1	April 1
February	March 16	April 29	April 29
March	April 15	May 30	May 30
April	May 15	June 29	June 29
May	June 15	July 30	July 30
June	July 15	August 29	August 29
July	August 15	September 29	September 29
August	September 15	October 30	October 30
September	October 15	November 28	November 28

* **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. Final 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.