



# STATE OF CONNECTICUT

## STATE DEPARTMENT OF EDUCATION



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

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

**DATE:** October 28, 2009

**SUBJECT:** **Operational Memorandum #01C-10**  
Schedule for Submission of Online Reimbursement Claim Form Data

The Code of Federal Regulations for the Child and Adult Care Food Program [§ 226.10(e)] outlines the time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the 15<sup>th</sup> of the month following the last day of the month covered by the claim or as noted on the new schedule below when the 15<sup>th</sup> 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 column (2)	- FINAL DEADLINE - CLAIM MUST BE SUBMITTED* TO THE STATE AGENCY BY THIS DATE TO BE PAID
October 2009	November 16, 2009	December 31, 2009	December 31, 2009
November	December 15	January 29, 2010	January 29, 2010
December	January 15, 2010	March 1	March 1
January 2010	February 15	April 1	April 1
February	March 15	April 29	April 29
March	April 15	June 1	May 29
April	May 14	June 28	June 28
May	June 15	July 30	July 30
June	July 15	August 30	August 28
July	August 16	September 30	September 30
August	September 15	November 1	October 30
September	October 15	November 29	November 29

**\*Definition:** "Submitted" means mailed (postmarked)

1. Claims are due (received by the 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.

As a reminder, sponsors must adhere to the above schedule to ensure timely payment of claims. The online system will be locked at the close of the work day on the date indicated in column (2). Additionally, during a certain period every month, the claiming portion of the online system is locked for processing. The timeframe for processing

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varies; therefore, if you are locked out and cannot submit your claim electronically, we suggest that you try to access the system daily until claims are unlocked.

**Note:** If you are submitting a late claim that is nearing the final claim filing deadline as outlined in column (4) and the online claiming system is locked, you should submit this claim on the enclosed paper claim, Form ED-103 Schedule D, *Reimbursement Claim for Day Care Centers* (revised 05/09). A hard copy submission should only be used for claims that are nearing the final claim filing deadline date. All hard copy claims must be postmarked no later than the date in column (4) and should be sent to the attention of Avis Kelly in the Child Nutrition Unit at 25 Industrial Park Road, Middletown, CT 06457.

Questions concerning this information can be addressed to Susan Boyle at 860-807-2074, Benedict Onye at 860-807-2080 or Celia Cordero at 860-807-2076.

CR:shb

Enclosure

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at:  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>