



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

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

DATE: October 28, 2009

SUBJECT: **Operational Memorandum #01H-10**
Schedule for Submission of Reimbursement Claim Form 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)] outlines the time limits for submission of claims for reimbursement to State agencies by sponsors. The due date for the claim form is the 15th 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 - 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, 2009
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.

Questions can be addressed to Susan Bohuslaw at 860-807-2073 or susan.bohuslaw@ct.gov.

CR:shb