

CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: National School Lunch, Breakfast and Special Milk Sponsors

FROM: Maureen B. Staggenborg, Director, Office of Child Nutrition

DATE: October 16, 2003

SUBJECT: Operational Memorandum #01-04
Schedule for Submission of Reimbursement Claim Forms:

Public Law 96-151 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 below when the 15th falls on a weekend or holiday. Final claims, including revisions, must be submitted not later than 45 days following the last day of the month covered by the claim. Claims not filed or corrected within the 45 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 2003	November 14, 2003	January 6, 2004	December 15, 2003
November	December 15	February 6	January 14, 2004
December	January 15, 2004	March 8	February 13
January 2004	February 17	April 7	March 16
February	March 15	May 10	April 14
March	April 15	June 7	May 14
April	May 14	July 7	June 14
May	June 15	August 6	July 15
June	July 15	September 6	August 13
July	August 16	October 7	September 14
August	September 15	November 5	October 15
September	October 15	December 6	November 15

* **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. Claims **MUST** be postmarked by the date in column (4) to comply with the required time frame (45 days).
NOTE: Only the U.S. Postal Service postmark is acceptable for the 45-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.