CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

TO: Sponsors of the Summer Food Service Program (SFSP)

FROM: Maureen B. Staggenborg, Director,
Child Nutrition Programs

DATE: July 14, 2005

SUBJECT: **Operational Memorandum #10-05 - SFSP**
Schedule for Submission of Reimbursement
Claim Forms ED-103, Schedule E

Part 225.9 – Program Assistance to Sponsors of the Summer Food Service Program regulations details specific requirements for sponsor submission of claims for reimbursement.

This rule implements a provision of Public Law 97-370, the 1983 Agriculture Appropriation Act, which mandates time limits for submission of claims for reimbursement to State agencies by Summer Food Service Program Sponsors. The claim 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 45 days shall not be paid.

(1)	(2)	(3)
	- Due Date -	**- Final Deadline -**
Claim Month	Received by State Agency for prompt payment	*SUBMITTED TO STATE AGENCY BY THIS DATE TO BE PAID
June 2005	July 15, 2005	August 13, 2005
July 2005	August 15, 2005	September 14, 2005
August 2005	September 15, 2005	October 15, 2005
September 2005	October 15, 2005	November 14, 2005

*DEFINITION: SUBMITTED means – MAILED (POSTMARKED)

1. Claims are due (received by State agency) by the date in column (2). Claims MUST be postmarked by the date in column (3) to ensure compliance with the required time frame (45 days). **PLEASE 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.**
2. All counts must be supported by adequate documentation and kept on file at the sponsor level. The claim must be limited to actual counts of children served. **No estimate may be included.**
3. Claim forms (original and/or revised) must be postmarked by the date in column (3), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.
4. Sponsors that operate 10 operating days or less in the initial month, may submit a combined claim with the subsequent month.
5. Sponsors that operate 10 operating days or less in the final month of operation, may submit a combined claim with the preceding month.
6. Sponsors that operate for three consecutive months, may submit combined claims as long as the combined claim only includes 10 operating days or less from each of the first and last months' of operation.

If you have any questions, please call the Child Nutrition Unit at (860) 807-2070.

MBS:mbs
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