

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

FROM: Paul Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: July 9, 2007

SUBJECT: Operational Memorandum #10-07 - 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 60 days following the last day of the month covered by the claim. Claims not filed or corrected within 60 days shall not be paid.

(1)	(2)	(3)
Claim Month	Due Date for Prompt Payment	Deadline for Final Payment
June 2007	July 16, 2007	August 29, 2007
July 2007	August 15, 2007	September 29, 2007
August 2007	September 14, 2007	October 30, 2007
September 2007	October 15, 2007	November 29, 2007

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 (60 days). **PLEASE 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.**
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.**

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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 Susan Bohuslaw at (860)807-2073 or Robert Zwack at (860)807-2081.

PF:sbs