



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** 2008 Summer Food Service Program (SFSP) Sponsors

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

**DATE:** July 30, 2008

**SUBJECT:** **Operational Memorandum #08-08 - SFSP**  
Claims for Reimbursement

A supply of claims for reimbursement (ED-103, Schedule E) is enclosed. Operational Memorandum #09-08 outlining the schedule for submission of claims is also enclosed.

As a reminder, under the new Simplified Cost Accounting Procedures that took effect January 1, 2008, sponsors may combine their reimbursements to pay for any allowable cost (operating or administrative). **Based on this change, Sections 11, 12 & 13 on the Claim for Reimbursement DO NOT NEED TO BE COMPLETED.**

While sponsors do not have to report their costs to the State agency, they must continue to maintain records of their costs for the State agency's review or audit purposes. Reimbursement is based solely on "meals times rates" without comparison to actual or budgeted costs. Sponsors must continue to account for any income that accrues to the program but the income will not be deducted from the combined operating and administrative costs to determine the amount of reimbursement the sponsor is entitled to receive. Review Operational Memorandum #02-08-SFSP, dated March 17, 2008, for clarification of the Nationwide Expansion of the Summer Food Service Program Simplified Cost Accounting Procedures.

Please refer to the *Approved Agreement Memo* that was sent with the approved application materials to determine if one or two claims must be submitted.

Any questions may be directed to Susan Bohuslaw at (860)807-2073 or Robert Zwack at (860)807-2081.

CR:sbb

Enclosures

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>