



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** 2009 Summer Food Service Program (SFSP) Sponsors

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

**DATE:** July 20, 2009

**SUBJECT:** **Operational Memorandum #05-09 - SFSP**  
Claims for Reimbursement

A copy of the claim for reimbursement (ED-103, Schedule E) is enclosed. Please note that the form has been revised. All earlier versions of this form must be discarded. Operational Memorandum #06-09 outlining the schedule for submission of claims is also enclosed.

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.

Please refer to the *Approved Agreement Memo* that was sent with the approved application materials to determine the number of claims that must be submitted.

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

CR:sbb

Enclosure

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>