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 #06-09 - SFSP**
Schedule for Submission of Reimbursement
Claim Forms ED-103, Schedule E

Part 225.9 of the Summer Food Service Program regulations, Program Assistance to Sponsors, 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 2009	July 15, 2009	August 29, 2009
July 2009	August 15, 2009	September 29, 2009
August 2009	September 15, 2009	October 30, 2009

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.**

3. Claim forms (original and/or revised) must be postmarked by the date in column (3), deadline for final payment, 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.

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

CR:sbb

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