



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2010 Summer Food Service Program (SFSP) Sponsors

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

DATE: July 15, 2010

SUBJECT: **Operational Memorandum #08-10 - 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 SFSP 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 2010	July 15, 2010	August 28, 2010
July 2010	August 16, 2010	September 30, 2010
August 2010	September 15, 2010	October 30, 2010

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.

OM #08-10-SFSP

July 15, 2010

Page 2

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.

Questions may be directed to Susan Bohuslaw at 860-807-2073 or susan.bohuslaw@ct.gov or Robert Zwack at 860-807-2081 or robert.zwack@ct.gov.

PFF: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=320658>