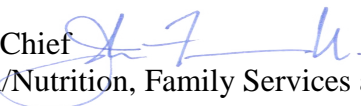




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Child and Adult Care Food Program (CACFP) Child and Adult Day Care Centers and Family Day Care Home Sponsors

**FROM:** John Frassinelli, Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** October 20, 2017

**SUBJECT: Operational Memorandum No. 1A-18, 1C-18 and 1H-18**  
Schedule for Submission of Online Reimbursement Claim Data

The Code of Federal Regulations for the Child and Adult Care Food Program [7 CFR §226.10(e)] outlines the time limits for submission of claims for reimbursement to state agencies by sponsors. The due date for the claim form is the 15<sup>th</sup> of the month following the last day of the month covered by the claim. Final claims, including revisions, must be submitted no later than **60 days** following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days **may not be paid**.

Connecticut CACFP sponsors submit claims online through the Connecticut State Department of Education's (CSDE) [Online Application and Claiming System for Child Nutrition Programs](#) (CNP System).

**Timely Payment:** Sponsors must adhere to this schedule to ensure timely payment of claims. A claim that is entered after the due date noted in column 2 of the CSDE's submission schedule cannot be processed until the next month when the CNP System processes claims.

**CACFP institutions must ensure that monthly reimbursement claims are entered and submitted for payment in the CNP System by the deadline to ensure timely payment.**

**Late Claims:** Although sponsors may prepare and submit a claim in the online CNP System at any time, a claim that is approaching the final deadline date for submission indicated in column 4 of the CSDE's submission schedule **might not be paid** if it is not submitted by this final deadline date. Sponsors must therefore make every effort to ensure that the information is submitted timely and accurately.

**Separation of Duties:** The CSDE reminds sponsors that there is a separation of duties regarding the submission of claims. The CNP System includes security measures to support adequate internal controls through segregation of duties. This separation of duties involves having more than one person involved in the completion of a task. When adequate internal controls or segregation of duties are in place, one person is prevented from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting. For more information, refer to the CSDE's handout, [User IDs and Passwords for the CACFP](#).

**Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education**

| <b>SCHEDULE FOR SUBMISSION OF ONLINE REIMBURSEMENT CLAIM DATA<br/>October 1, 2017 – September 30, 2018</b>           |  |   |   |
|--|--|---|---|
| <b>COLUMN 1</b>  | <b>COLUMN 2</b>  | <b>COLUMN 3</b>   | <b>COLUMN 4</b>   |
| <b>Reimbursement<br/>Claim Month</b>   | <b>This DUE DATE is<br/>the date the claim<br/>must be received by<br/>the CSDE to ensure<br/>prompt payment</b> | <b>This is the date that<br/>the reimbursement<br/>claim check is due to<br/>be paid if the CSDE<br/>receives claim by the<br/>date in Column 2</b> | <b>FINAL DEADLINE<br/><br/>To receive payment,<br/>this is the final date<br/>that the claim can be<br/>submitted to the<br/>CSDE *</b> |
| October 2017   | November 15, 2017  | December 30, 2017   | December 30, 2017   |
| November   | December 15  | January 29, 2018  | January 29, 2018  |
| December   | January 15, 2018   | March 1   | March 1   |
| January 2018   | February 15  | April 1   | April 1   |
| February   | March 15   | April 29  | April 29  |
| March  | April 15   | May 30  | May 30  |
| April  | May 15   | June 29   | June 29   |
| May  | June 15  | July 30   | July 30   |
| June   | July 15  | August 29   | August 29   |
| July   | August 15  | September 29  | September 29  |
| August   | September 15   | October 30  | October 30  |
| September  | October 15   | November 29   | November 29   |
| * <b>“Submitted”</b> means prepared by the claims preparer and submitted by the authorized signer in the CNP System. |  |   |   |

1. Claims are due (received by the CSDE) by the date in column 2. Claims received by this date will be processed for timely payment by the date listed in column 3.
2. Final claim data **MUST** be received online by the date in column 4 to comply with the required time frame (60 days).
3. Claim (original or revised) must be submitted online by the date in column 4 (final deadline) to ensure receipt of program reimbursement. The CSDE grants exceptions on a case-by-case basis.

Questions may be directed to the CACFP consultants below.

| CACFP ASSIGNMENTS   | CONSULTANT    | E-MAIL AND PHONE   |
|---|---------------|--|
| Child and adult day care centers                          | Susan Boyle   | <a href="mailto:susan.boyle@ct.gov">susan.boyle@ct.gov</a><br>860-807-2074     |
| Child and adult day care centers                          | Benedict Onye | <a href="mailto:benedict.onye@ct.gov">benedict.onye@ct.gov</a><br>860-807-2080 |
| Child and adult day care centers<br>Family day care homes | Celia Cordero | <a href="mailto:celia.cordero@ct.gov">celia.cordero@ct.gov</a><br>860-807-2076 |

JF:shb

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for the CACFP](#) webpage.