




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs – *including Special Milk Program*

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition, Family Services and Adult Education

DATE: November 10, 2020

SUBJECT: Operational Memorandum No. 01-21
Schedule for Submitting Online Reimbursement Claim Data

The Code of Federal Regulations for the National School Lunch Program [7 CFR §210.8(b)(1)] outlines the time limits for submitting claims for reimbursement to state agencies by sponsors. The due date for the claim form is the 15th 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 are at risk of not being paid.

Connecticut sponsors of the school Child Nutrition Programs must 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 the CSDE’s “Schedule for Submitting Claims for Reimbursement” on page 2 of this memo to ensure timely payment of claims. A claim that is entered after the due date noted in column 2 of this schedule cannot be processed until the next month.

Sponsors 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 CNP System at any time that the system is open, a claim that is submitted after the final deadline (column 4 of the CSDE’s “Schedule for Submitting Claims for Reimbursement”) is at risk of not being paid.

Separation of Duties: The CSDE reminds sponsors that separation of duties is a requirement for properly submitting claims. The CNP System includes security measures to support separation of duties and prevent any single individual from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting. For additional guidance, refer to the CSDE’s handout, [User IDs and Passwords for the School Nutrition Programs](#), which is available in the “[Documents/Forms](#)” section of the CSDE’s CNP System webpage.

Claim Consolidation: The claim for reimbursement for any month must include only meals, snacks, or milk served in that month. The only exception for claiming meals outside of the month being claimed is when the first or last month of Child Nutrition Program operations contains 10 operating days or less. In this case, sponsors have the option of combining those days with the appropriate adjacent month. For example, if a sponsor serves six operating days in August, the sponsor may opt to combine those meal counts with the September claim.

Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Schedule for Submitting Claims for Reimbursement October 1, 2020 – September 30, 2021*			
Column 1	Column 2	Column 3	Column 4
Reimbursement Claim Month	Due Date <i>The CSDE must receive the claim by this date to ensure prompt payment</i>	Reimbursement Claim Payment <i>Reimbursement claim is paid on this date if the CSDE receives the claim by the date in column 2</i>	Final Deadline <i>Final date that the claim can be submitted to the CSDE to receive payment*</i>
October 2020	November 15, 2020	December 30, 2020	December 30, 2020
November 2020	December 15, 2020	January 29, 2021	January 29, 2021
December 2020	January 15, 2021	March 1, 2021	March 1, 2021
January 2021	February 15, 2021	April 1, 2021	April 1, 2021
February 2021	March 15, 2021	April 29, 2021	April 29, 2021
March 2021	April 15, 2021	June 1, 2021	May 30, 2021
April 2021	May 15, 2021	June 29, 2021	June 29, 2021
May 2021	June 15, 2021	July 30, 2021	July 30, 2021
June 2021	July 15, 2021	August 30, 2021	August 29, 2021
July 2021	August 15, 2021	September 29, 2021	September 29, 2021
August 2021	September 15, 2021	November 1, 2021	October 30, 2021
September 2021	October 15, 2021	November 29, 2021	November 29, 2021
* “Submitted” means claims for reimbursement prepared by the designated claims preparer and submitted by the authorized signer in the CNP system.			

Considerations for Submitting Claims

1. Claims are due (received by the CSDE) by the date in column 2 of the “Schedule for Submitting Claims for Reimbursement.” Claims received by this date will be processed for timely payment by the date listed in column 3.
2. Claims (original or revised) must be submitted online by the date in column 4 (final deadline) to be eligible for receiving reimbursement.
3. The CSDE has the authority to approve a one-time exception over a 36-month period for reimbursing a valid, late monthly claim. The one-time exception must be from the federal fiscal year (October 1 through September 30) to which the claim applies. To be considered for payment, one of the two approved authorized signers must submit a request for the one-time exception (including a corrective action plan) no later than December 15, 2021. For additional guidance, contact your school nutrition consultant.

Questions may be directed to your school nutrition consultant.

Consultants for School Child Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> • Fairfield County (includes Region 9) • Litchfield County (includes Regions 1, 6, 7, 12, and 14) 	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> • Hartford County (includes Region 10) • Middlesex County (includes Regions 4, 13, and 17) 	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> • New Haven County (includes Regions 5, 15, and 16) • New London County • Tolland County (includes Regions 8 and 19) • Windham County (includes Region 11) 	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:tdd

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