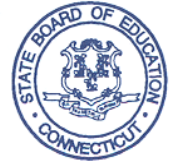




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Child and Adult Care Food Program (CACFP) Child and Adult Day Care Center Sponsors

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

DATE: October 20, 2014

SUBJECT: **Operational Memorandum #01C-15 and #01A-15**
Schedule for Submission of Online Reimbursement Claim Form Data



The Code of Federal Regulations for the Child and Adult Care Food Program [§ 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 15th of the month following the last day of the month covered by the claim or as noted on the new schedule below when the 15th falls on a weekend or holiday. Final claims, including revisions, 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 the 60 days may not be paid. The new schedule is listed below:

(1)	(2)	(3)	(4)
Reimbursement Claim Month	This DUE DATE is the date the claim must be received by the State Agency to ensure prompt payment	This is the date that the reimbursement claim check is due to be paid if the State Agency receives claim by the date in Column (2)	FINAL DEADLINE To receive payment, this is the final date that the claim can be submitted* to the State Agency
October 2014	November 14, 2014	December 30, 2014	December 30, 2014
November	December 15	January 29, 2015	January 29, 2015
December	January 15, 2015	March 2	February 28
January 2015	February 17	April 1	April 1
February	March 16	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 14	September 29	September 29
August	September 15	October 30	October 30
September	October 15	November 30	November 28

***Definition:** "Submitted" means mailed (postmarked)

1. Claims are due (received by the State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Final claims **MUST** be postmarked by the date in column (4) to comply with the required time frame (60 days).
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.
3. Claim forms (original and/or revised) must be postmarked by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

As a reminder, sponsors must adhere to the above schedule to ensure timely payment of claims. The online system will be locked at the close of the work day on the date indicated in column (2). Additionally, during a certain period every month, the claiming portion of the online system is locked for processing. The timeframe for processing varies; therefore, if you are locked out and cannot submit your claim electronically, we suggest that you try to access the system daily until claims are unlocked. **Note:** The Child Nutrition Unit will send a courtesy email notification to all authorized users when the claiming system opens; however, it may not be received. Therefore, **it is the responsibility of the participating institution to check the online system to determine if it is unlocked and to submit claims in a timely manner.**

If you are submitting a late claim that is nearing the final claim filing deadline as outlined in column (4) and the online claiming system is locked, you should submit this claim on a paper claim, Form ED-103 Schedule D, *Reimbursement Claim for Day Care Centers* (revised 12/10). A hard copy submission should only be used for claims that are nearing the final claim filing deadline date. All hard copy claims must be postmarked no later than the date in column (4) and should be sent to the attention of Avis Kelly in the Child Nutrition Unit at 25 Industrial Park Road, Middletown, CT 06457.

For questions about this information, please contact:

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JF:shb