




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 D. Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: November 6, 2018

SUBJECT: Operational Memorandum No. 1A-19, 1C-19 and 1H-19
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 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 will not be processed.

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 the schedule 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 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 submitted after the final deadline date for submission indicated in column 4 of the CSDE's submission schedule will not be paid. 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 separation of duties. This separation of duties involves having more than one person involved in the completion of a task. When adequate internal controls or separation 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.

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

SCHEDULE FOR SUBMISSION OF ONLINE REIMBURSEMENT CLAIM DATA October 1, 2018 – September 30, 2019			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Reimbursement Claim Month	This DUE DATE is the date the claim must be received by the CSDE to ensure prompt payment	This is the date that the reimbursement claim check is due to be paid if the CSDE 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 CSDE *
October 2018	November 15, 2018	December 31, 2018	December 31, 2018
November 2018	December 15, 2018	January 29, 2019	January 29, 2019
December 2018	January 15, 2019	March 1, 2019	March 1, 2019
January 2019	February 15, 2019	April 1, 2019	April 1, 2019
February 2019	March 15, 2019	April 29, 2019	April 29, 2019
March 2019	April 15, 2019	May 30, 2019	May 30, 2019
April 2019	May 15, 2019	July 1, 2019	July 1, 2019
May 2019	June 15, 2019	July 30, 2019	July 30, 2019
June 2019	July 15, 2019	August 29, 2019	August 29, 2019
July 2019	August 15, 2019	September 30, 2019	September 30, 2019
August 2019	September 15, 2019	October 30, 2019	October 30, 2019
September 2019	October 15, 2019	November 29, 2019	November 29, 2019
* “Submitted” 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. Claims (original or revised) must be submitted online by the date in column 4 (final deadline) in order to be eligible to receive program reimbursement. The CSDE has the authority to approve a one-time exception for reimbursing a valid, late monthly claim once every 36 months. The CSDE limits the use of the one-time exception to 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, 2019. For additional guidance, contact a CACFP consultant.

Questions may be directed to the CACFP consultants below.

CACFP ASSIGNMENTS	CONSULTANT	E-MAIL AND PHONE
Child and adult day care centers	Susan Boyle	susan.boyle@ct.gov 860-807-2074
Child and adult day care centers	Benedict Onye	benedict.onye@ct.gov 860-807-2080
Child and adult day care centers Family day care homes	Celia Cordero	celia.cordero@ct.gov 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.