




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, Division Director 
School Health, Nutrition, Family Services and Adult Education

DATE: November 10, 2020

SUBJECT: Operational Memorandum No. 1A-21, 1C-21 and 1H-21
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 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 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.

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 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") 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.

For additional guidance, refer to the CSDE’s handout, [User IDs and Passwords for the Child and Adult Care Food Program \(CACFP\)](#), which is available in the “Documents/Forms” section of the CSDE’s CNP System webpage.

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. 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) to be eligible for receiving reimbursement. 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 a CACFP consultant.

Questions may be directed to the CACFP staff 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
Family day care homes	Shannon Yearwood	shannon.yearwood@ct.gov 860-807-2050

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 for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for the CACFP](#) webpage.