



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*
Bureau of Child Nutrition Programs

DATE: October 11, 2024

SUBJECT: **Operational Memorandum No. 1A-25, 1C-25 and 1H-25**
Schedule for Submission of Online Reimbursement Claim Data

The Code of Federal Regulations for the Child and Adult Care Food Program (CACFP) [7 CFR §226.10(e)] outlines the time limits for submitting claims for reimbursement to state agencies by participating institutions. The due date for the claim form is the 15th of the month that follows 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 CACFP institutions 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: Institutions 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 is at risk for not being processed until the next month. **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 institutions 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 only be paid if the institution is eligible and approved for a one-time exception. The CSDE has the authority to approve a **one-time exception** every 36 months for one monthly original or revised claim submitted after the 60-day deadline that results in increased reimbursement when the lateness is due to reasons within the control of the institution. 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 16, 2025. For additional guidance, contact your [CACFP team member](#).

Separation of duties: The CSDE reminds institutions 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, [CACFP User IDs and Passwords for Accessing Connecticut’s Online Application and Claiming System](#), which is available in the “Documents/Forms” section of the CSDE’s CNP System webpage.

Connecticut State Department of Education
 Bureau of Child Nutrition Programs
Schedule for Submitting Claims for Reimbursement *
October 1, 2024 – September 30, 2025

Column 1: Reimbursement Claim Month	Column 2: Due Date <i>The CSDE must receive the claim by this date to ensure prompt payment</i>	Column 3: Reimbursement Claim Payment <i>Reimbursement claim check is paid on this date if the CSDE receives the claim by the date in column 2</i>	Column 4: Final Deadline <i>Final date that the claim can be submitted to the CSDE to receive payment*</i>
October 2024	November 15, 2024	December 30, 2024	December 30, 2024
November 2024	December 15, 2024	January 29, 2025	January 29, 2025
December 2024	January 15, 2025	March 3, 2025	March 3, 2025
January 2025	February 15, 2025	April 1, 2025	April 1, 2025
February 2025	March 15, 2025	April 29, 2025	April 29, 2025
March 2025	April 15, 2025	May 30, 2025	May 30, 2025
April 2025	May 15, 2025	June 30, 2025	June 30, 2025
May 2025	June 15, 2025	July 30, 2025	July 30, 2025
June 2025	July 15, 2025	August 29, 2025	August 29, 2025
July 2025	August 15, 2025	September 29, 2025	September 29, 2025
August 2025	September 15, 2025	October 30, 2025	October 30, 2025
September 2025	October 15, 2025	December 1, 2025	December 1, 2025

* “Submitted” means claims for reimbursement are prepared by the institution’s designated claims preparer and then subsequently certified (i.e., 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.

Questions may be directed to your CSDE [CACFP team member](#).

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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.