



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: November 19, 2025

SUBJECT: Operational Memorandum No. 1A-26, 1C-26, and 1H-26
Schedule for Submission of Online Reimbursement Claim Data
for Program Year 2026

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 15, 2026. 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 resource, [Child and Adult Care Food Program \(CACFP\) User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System](#).

Connecticut State Department of Education
Bureau of Child Nutrition Programs

Schedule for Submitting Claims for Reimbursement *
October 1, 2025 – September 30, 2026

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 Date <i>Reimbursement claim payment is made by 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 (original or revised) can be submitted to the CSDE to receive payment*</i>
October 2025	November 17, 2025	December 30, 2025	December 30, 2025
November 2025	December 15, 2025	January 29, 2026	January 29, 2026
December 2025	January 15, 2026	March 2, 2026	March 2, 2026
January 2026	February 17, 2026	April 1, 2026	April 1, 2026
February 2026	March 16, 2026	April 29, 2026	April 29, 2026
March 2026	April 15, 2026	June 1, 2026	June 1, 2026
April 2026	May 15, 2026	June 29, 2026	June 29, 2026
May 2026	June 15, 2026	July 30, 2026	July 30, 2026
June 2026	July 15, 2026	August 31, 2026	August 31, 2026
July 2026	August 17, 2026	September 29, 2026	September 29, 2026
August 2026	September 15, 2026	October 30, 2026	October 30, 2026
September 2026	October 15, 2026	November 30, 2026	November 30, 2026

* "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](#).

SKY:sff

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.