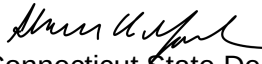




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: Shannon K. Yearwood, Bureau Chief 
Bureau of Child Nutrition Programs, Connecticut State Department of Education

DATE: October 1, 2026

SUBJECT: Operational Memorandum No. 1A-27, 1C-27, and 1H-27
Schedule for Submitting CACFP Monthly Claims for Reimbursement
in Fiscal Year 2027

The Code of Federal Regulations for the 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, 2027. For additional guidance, contact the sponsor's [CSDE 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, 2026 – September 30, 2027

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 2026	November 16, 2026	December 30, 2026	December 30, 2026
November 2026	December 15, 2026	January 29, 2027	January 29, 2027
December 2026	January 15, 2027	March 1, 2027	March 1, 2027
January 2027	February 15, 2027	April 1, 2027	April 1, 2027
February 2027	March 15, 2027	April 29, 2027	April 29, 2027
March 2027	April 15, 2027	May 30, 2027	May 30, 2027
April 2027	May 17, 2027	June 29, 2027	June 29, 2027
May 2027	June 15, 2027	July 30, 2027	July 30, 2027
June 2027	July 15, 2027	August 29, 2027	August 29, 2027
July 2027	August 16, 2027	September 29, 2027	September 29, 2027
August 2027	September 15, 2027	October 30, 2027	October 30, 2027
September 2027	October 15, 2027	November 29, 2027	November 29, 2027

* "Submitted" means claims for reimbursement are prepared by the sponsor'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 the sponsor's [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.

The Connecticut State Department of Education is an affirmative action/equal opportunity employer.