



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch, School Breakfast and Special Milk Programs

FROM: Cheryl Resha, Education Manager *Cheryl Resha*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 26, 2012

SUBJECT: **Operational Memorandum #1-12 - Revised**
Schedule for Submission of Online Reimbursement Claim Data

The Code of Federal Regulations for the National School Lunch Program [§ 210.8(b)(1)] 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 or as noted on the new schedule below when the 15th falls on a weekend or holiday. 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 may not be paid. The new schedule is listed on the next page.

As a reminder, sponsors must adhere to this schedule to ensure timely payment of claims. The claim system will be locked at the close of the workday on the date indicated in column 2 on the Schedule for Submission of Claims. Additionally, during a certain period every month, claims are locked due to processing. The timeframe for processing varies; therefore, if you are locked out and cannot submit your online claim, we suggest that you try daily until the claims are unlocked.

Note: If you are submitting a **late claim** that is a claim reaching the final deadline date for submission outlined in column 4 and the claiming system is locked, you should submit this claim on the attached paper Claim for Reimbursement form. The claim instructions are also attached. ***This form may only be used for the submission of late claims that are approaching the final deadline date.*** These claims must be sent to the attention of Avis Kelly at the Bureau of Health/Nutrition, Family Services and Adult Education, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457. These forms must be postmarked no later than the date in column 4.

Questions may be directed to:

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
Hartford and Windham	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield, Middlesex and Tolland	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield and New London	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with A – M)	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with N – W)	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079

Schedule for Submission of Online Reimbursement Claim Data
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
October 1, 2011 - September 30, 2012
Revised Dates for Claims

(1)	(2)	(3)	(4)
Reimbursement Claim Month	This DUE DATE is the date the claim must be received by the State Agency to ensure prompt payment	This is the date that the reimbursement claim check is due to be paid if the State Agency 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 State Agency
October 2011	November 15, 2011	December 31, 2011	December 30, 2011
November	December 15	January 30, 2012	January 28, 2012
December	January 17, 2012	February 29	February 29
January 2012	February 15	March 31	March 31
February	March 15	April 30	April 28
March	April 16	May 30	May 30
April	May 15	June 29	June 29
May	June 15	July 31	July 30
June	July 16	August 29	August 29
July	August 15	September 28	September 29
August	September 14	October 30	October 30
September	October 15	November 28	November 29

***Definition:** "Submitted" means mailed (postmarked).

1. Claims are due (received by State agency) by the date in column (2). Claims received by this date will be processed for timely payment listed in column (3).
2. Final claim data **MUST** be received "On-Line" by the date in column (4) to comply with the required time frame (60 days).
3. Claim forms (original and/or revised) must be submitted "On-Line" by the date in column (4), final deadline, to ensure receipt of program reimbursement. Exceptions are granted on a case-by-case basis.

CR:tdd

Attachments: (2)