



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the Child Nutrition Programs (including Special Milk Program)

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

**DATE:** October 8, 2024

**SUBJECT:** Operational Memorandum No. 01-25  
Schedule for Submitting Child Nutrition Programs (CNP) Monthly Claims for Reimbursement in Fiscal Year 2025

The Code of Federal Regulations (CFR) for the National School Lunch Program (NSLP) [[7 CFR 210.8\(b\)\(1\)](#)], School Breakfast Program [[7 CFR 220.11\(b\)](#)], and Special Milk Program (SMP) [[7 CFR 215.10\(b\)](#)] outlines the time limits for submitting claims for reimbursement to state agencies by sponsors. These regulations include the Seamless Summer Option (SSO) of the NSLP. The due date for the claim form is the 15<sup>th</sup> 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 sponsors of the school CNPs 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 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. **Sponsors 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 only be paid if the sponsor 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 sponsor. 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 [school nutrition team member](#).

**Separation of duties:** The CSDE reminds sponsors 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, [User IDs and Passwords for the School Nutrition Programs](#), 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 29, 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 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.
3. The claim for reimbursement for any month must include only meals, snacks, or milk served in that month. The only exception for claiming meals outside of the month being claimed is when the first or last month of CNP operations contains 10 operating days or less. In this case, sponsors have the option of combining those days with the appropriate adjacent month. For example, if a sponsor serves six operating days in August, the sponsor may opt to combine those meal counts with the September claim.

Questions may be directed to your CSDE [school nutrition 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 School Nutrition Programs](#) webpage.