



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 30, 2025

SUBJECT: Operational Memorandum No. 01-26
Schedule for Submitting Child Nutrition Programs (CNP) Monthly Claims for
Reimbursement in Fiscal Year 2026

The Code of Federal Regulations (CFR) governing the National School Lunch Program (NSLP) [7 CFR 210.8(b)(1)], School Breakfast Program (SBP) [7 CFR 220.11(b)], and Special Milk Program (SMP) [7 CFR 215.10(b)] establishes the time limits for sponsors to submit reimbursement claims to state agencies. These provisions also apply to the Seamless Summer Option (SSO) under the NSLP.

Connecticut sponsors of the school Child Nutrition Programs (CNP) must submit claims online through the Connecticut State Department of Education's (CSDE) [Online Application and Claiming System for Child Nutrition Programs](#) (CNP System). Claims must be submitted by the 15th day of the month following the month covered by the claim. Final claims, including any revisions, must be submitted no later than 60 days after the last day of the month covered by the claim. Claims that are not submitted or corrected within this 60-day period are at risk of nonpayment. If the 15th or 60th day falls on a Saturday, Sunday, or federal holiday, the claim is due on the next business day.

Timely payment: Sponsors must follow the CSDE's "Schedule for Submitting Claims for Reimbursement" (page 2) to ensure timely payment. Claims submitted after the due date listed in column 2 may be delayed until the next month. Sponsors are responsible for entering and submitting monthly claims in the CNP System by the stated deadline to avoid payment delays.

Late claims: Although sponsors may prepare and submit a claim in the CNP System at any time when 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 15, 2026. 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](#).

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 sponsor's designated claims preparer and then subsequently certified (i.e., submitted) by the authorized signer in the CNP system.

Considerations for Submitting Claims

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.