



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2015 Summer Food Service Program (SFSP) Sponsors

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: July 8, 2015

SUBJECT: Operational Memorandum #04-15 – SFSP Schedule for Submission of Claims for Reimbursement

The Code of Federal Regulations for the SFSP [§225.9] details specific requirements for submission of claims for reimbursement to State agencies by SFSP Sponsors. The due date for the claim is the 15th of the month following the last day of the month covered by the claim or as noted on the schedule below when the 15th falls on a weekend or holiday, Column (2). Claims, original and/or revised, **must** be submitted not later than 60 days following the last day of the month covered by the claim, Column (3). Claims not filed or corrected by these dates **may not be paid**. The schedule is as follows:

Column (1)	Column (2)	Column (3)
Claim Month	Due Date for Prompt Payment	Deadline for Final Payment
June 2015	July 15, 2015	August 29, 2015
July 2015	August 14, 2015	September 29, 2015
August 2015	September 15, 2015	October 30, 2015

1. Claims may be submitted by the date in Column (2) for timely reimbursement by the State agency. Claims **must** be submitted by the date in Column (3) to ensure compliance with the required time frame (60 days). All SFSP sponsors will be submitting claims in the online system for 2015.
2. All counts must be supported by adequate documentation and kept on file by the sponsor. The claim must be limited to actual counts of children served. No estimates may be included.
3. Sponsors that operate 10 operating days or less in June, may submit a combined claim with July.*
4. Sponsors that operate 10 operating days or less in August, may submit a combined claim with July.*

5. Sponsors that operate for three consecutive months, may submit combined claims as long as the combined claim only includes 10 operating days or less from each of the first and last months of operation (June and August).*

** Note: Sponsors that submit a combined claim must also submit a breakdown of the meal counts for each month by meal type for all months covered by the combined claim to the State agency.*

While sponsors do not have to report their costs to the State agency, they must continue to maintain records of their costs for the State agency's review or audit purposes. Reimbursement is based solely on the per meal reimbursement rate without comparison to actual or budgeted costs. Sponsors must continue to account for any income that accrues to the program but the income will not be deducted from the combined operating and administrative costs to determine the amount of reimbursement the sponsor is entitled to receive.

As a reminder, sponsors must adhere to the above schedule to ensure timely payment of claims. The online system will be locked at the close of the work day on the date indicated in column (2).

Attached please find instructions for online claims preparation and submission.

Questions regarding the claim filing process, including online system access by authorized claims preparers and submitters, may be directed to the Summer Meals Coordinator, Caroline Cooke 860-807-2144 or caroline.cooke@ct.gov.

JF:csc

Attachments (2)

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain for your future reference. Operational Memoranda are also posted on the Summer Food Service Program Web page at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320658>.