



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2019 Summer Food Service Program (SFSP) Sponsors

FROM: John D. Frassinelli, Bureau Chief *[Signature]*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: April 17, 2019

SUBJECT: **Operational Memorandum No. 03-19 – SFSP**
2019 Reimbursement Rates and Schedule for Submission of Claims for Reimbursement

Reimbursement Rates for 2019

The U.S. Department of Agriculture released the 2019 reimbursement rates in January 2019. The new rates reflect changes in the Consumer Price Index as required by federal regulation. A listing of the 2019 rates is attached. These rates apply only to the regular SFSP and **not** to sponsors participating under the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP).

Claim Submission Schedule

The Code of Federal Regulations for the SFSP (7 CFR 225.9) details specific requirements for submitting claims for reimbursement to state agencies by SFSP sponsors. The Connecticut State Department of Education’s (CSDE) Claim Submission Schedule below summarizes these requirements. The due date for the claim is the 15th of the month following the month covered by the claim (Column 2). Original and revised claims **must** be submitted no later than 60 days following the last day of the month covered by the claim (Column 3). The CSDE reserves the right to deny payment if the claim is not filed or corrected by these dates.

CSDE Claim Submission Schedule		
Column 1	Column 2	Column 3
Claim Month	Due Date for Prompt Payment	Deadline for Final Payment
June 2019	July 15, 2019	August 29, 2019
July 2019	August 15, 2019	September 30, 2019
August 2019	September 15, 2019	October 30, 2019

Sponsors must adhere to the Claim Submission Schedule to ensure timely payment of claims. All SFSP sponsors will submit claims in the Online Application and Claiming System for Connecticut Child Nutrition Programs (CNP System). The CNP System allows sponsors to enter and submit claims throughout the month. Claims may be submitted by the date in Column 2 for timely reimbursement by the CSDE. However, if the claim is entered after the due date noted in

Column 2 of the Claim Submission Schedule, the CSDE will not process the claim until the following month when the CNP System processes claims.

Claims **must** be submitted by the date in column 3 to ensure compliance with the required time frame (60 days). Although sponsors may prepare and submit a claim in the CNP System at any time, a claim that is reaching the final deadline date for submission indicated in Column 3 of the Claim Submission Schedule **might not be paid** if it is not submitted by this final deadline date. Sponsors must therefore make every effort to ensure that the information is submitted timely and accurately.

Sponsors can find instructions for preparing and submitting online claims in the CSDE's manual, *Connecticut Online Application and Claiming System User Manual for the Summer Food Service Program*.

Important Information for Claims Submission

Sponsors must keep full and accurate records to substantiate the number and type of Program meals that have been claimed for reimbursement.

- All meal 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.
- Claiming of meals is designated as "Self-Prep and/or Vended-Rural Meals Served to Children" or "Vended-Urban Meals Served to Children." Meals must be claimed by site for the service that has been approved in the corresponding site application. This determination impacts the reimbursement rate and must be made accurately to ensure appropriate reimbursement.
- Sponsors with 10 or fewer operating days in June may submit a combined claim with July. *
- Sponsors with 10 or fewer operating days in August may submit a combined claim with July. *
- Sponsors that operate in three consecutive months may submit combined claims as long as the combined claim only includes 10 or fewer operating days from each of the first and last months of operation (June and August). *

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

Required Documentation of Program Expenses

While sponsors do not have to report their costs to the CSDE, they must continue to maintain records of their costs for the CSDE's review and for audit purposes. Reimbursement is based solely on the per meal reimbursement rate without comparison to actual or budgeted costs. Sponsors must 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.

Requirement for Separation of Duties

The CSDE reminds sponsors that there is a requirement for separation of duties regarding the submission of claims. The CNP System is an online (internet-based) system that includes security measures to support adequate internal controls through segregation of duties. This separation of duties involves having more than one person involved in the completion of a task. When adequate internal controls or segregation of duties are in place, one person is prevented from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting. For more information, refer to the CSDE's handout, *User IDs and Passwords for the SFSP*.

For questions regarding the claim filing process, including online system access by authorized claims preparers and submitters, please contact Caroline Cooke, Summer Meals Coordinator, at 860-807-2144 or caroline.cooke@ct.gov.

JDF:ccc

Attachment

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 for the SFSP are posted on the CSDE's Operational Memoranda for the SFSP webpage.