



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



TO: 2021 Summer Food Service Program (SFSP) Sponsors

FROM: John D. Frassinelli, Division Director  
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 11, 2021

SUBJECT: **Operational Memorandum No. 01-21 – SFSP**  
2021 Reimbursement Rates and Schedule for Submitting Online Reimbursement Claim Data

### Reimbursement Rates for 2021

The U.S. Department of Agriculture released the 2021 SFSP reimbursement rates in January 2021. The new rates reflect changes in the Consumer Price Index as required by federal regulation. The [2021 SFSP reimbursement rates](#) apply only to the regular SFSP. They do **not** apply 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. These requirements are summarized in the Connecticut State Department of Education's (CSDE) Claim Submission Schedule on page 2. The deadline for submitting claims is the 15<sup>th</sup> 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.

Sponsors must adhere to the Claim Submission Schedule to ensure timely payment of claims. All SFSP sponsors will submit claims in the [Connecticut 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.

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 (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 to submit timely and accurate information.

The CSDE has the authority to approve a one-time exception over a 36-month period for reimbursing a valid, late monthly claim. 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, 2021. For additional guidance, contact your [SFSP consultant](#).

For instructions for preparing and submitting online claims, review the CSDE’s manual, [Connecticut Online Application and Claiming System User Manual for the Summer Food Service Program](#).

Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education <b>Claim Submission Schedule</b> <b>October 1, 2020 – September 30, 2021</b>		
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
<b>Claim Month</b>	<b>Due Date for Prompt Payment</b>	<b>Deadline for Final Payment</b>
October 2020	November 15, 2020	December 30, 2020
November 2020	December 15, 2020	January 29, 2021
December 2020	January 15, 2021	March 1, 2021
January 2021	February 15, 2021	April 1, 2021
February 2021	March 15, 2021	April 29, 2021
March 2021	April 15, 2021	May 30, 2021
April 2021	May 15, 2021	June 29, 2021
May 2021	June 15, 2021	July 30, 2021
June 2021	July 15, 2021	August 29, 2021
July 2021	August 15, 2021	September 29, 2021
August 2021	September 15, 2021	October 30, 2021
September 2021	October 15, 2021	November 29, 2021

**Important Information for Submitting Claims**

Sponsors must keep full and accurate records to substantiate the number and type of SFSP meals claimed for reimbursement.

- All meal counts must be supported by adequate documentation that is kept on file by the sponsor. The claim must be limited to actual counts of meals served. Estimates cannot 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.” Please note that USDA uses specific criteria to determine if a site is designated as rural or urban. State agencies and sponsors should use the [USDA Rural Designation Tool](#) to determine if a proposed site is designated as rural for purposes of SFSP.
- Per USDA regulations, all sponsors contracting with a Food Service Management Company must select “Vended-Rural or Vended-Urban Meals Served to Children” on their site applications for all sites under their sponsorship agreement.

### **Required Documentation of Program Expenses**

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

### **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 separation of duties. This separation of duties involves having more than one person involved in the completion of a task. When adequate internal controls or separation 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 document, [\*SFSP User IDs and Passwords for Accessing Connecticut’s Online Application and Claiming System\*](#).

For questions regarding the claim filing process, including authorizing online system access for claims preparers and submitters, please contact Caroline Cooke, Associate Education Consultant, at 860-807-2144 or [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov).

JDF: tlm

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.