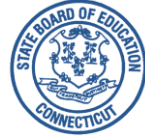





STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: 2023 Summer Food Service Program (SFSP) Sponsors

FROM: John D. Frassinelli, Division Director 
School Health, Nutrition and Family Services

DATE: February 7, 2023

SUBJECT: **Operational Memorandum No. 01-23 – SFSP**
2023 SFSP Reimbursement Rates and Schedule for Submitting Online
Reimbursement Claim Data

Reimbursement Rates for 2023

The U.S. Department of Agriculture (USDA) released the 2023 SFSP reimbursement rates in January 2023. The new rates reflect changes in the Consumer Price Index as required by federal regulation. The attached 2023 SFSP reimbursement 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. These requirements are summarized in the Connecticut State Department of Education's (CSDE) Claim Submission Schedule on page 2 of this Operational Memorandum. The recommended timeframe for submitting claims 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).

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. The CSDE reserves the right to deny payment if the claim is not filed or corrected by these dates. Sponsors must

therefore make every effort to submit timely and accurate information. “**Submitted**” means; 1) claims for reimbursement are prepared by the sponsor’s designated claims preparer, and 2) then subsequently certified (i.e., submitted) by the authorized signer in the CNP system.

Failure to Submit Claims/One-time Exception

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, 2023. For additional guidance, contact your [Summer Meals Team Member](#).

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 School Health, Nutrition and Family Services Claim Submission Schedule		
Column 1	Column 2	Column 3
Claim Month	Due Date for Prompt Payment	Deadline for Final Payment
June 2023	July 15, 2023	August 29, 2023
July 2023	August 15, 2023	September 29, 2023
August 2023	September 15, 2023	October 30, 2023
<p>Note: A claim that is reaching the final deadline date for submission (column 3) might not be paid if it is not submitted by the final deadline in column 3. “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.</p>		

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 (FSMC) must select “Vended-Rural or Vended-Urban Meals Served to Children” on their site applications for all sites under their sponsorship agreement.
- 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 if 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 are not required 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 SFSP. However, please note that 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 submitting claims requires a separation of duties. 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 completing 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, Education Consultant, at 860-807-2144 or 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.

Reimbursement Rates for the Summer Food Service Program (SFSP)

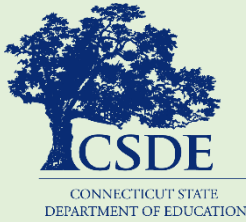
Effective Date: January 1, 2023

Sponsors receive reimbursement that is determined by the number of reimbursable meals served, multiplied by the combined rates for food service operations and administration. However, the combined rate is based on separate operating and administrative rates of reimbursement, each of which is adjusted differently for inflation.

The 2023 reimbursement rates are presented as a combined set of rates to highlight simplified cost accounting procedures. The new operating rates represent an 8.5 percent increase in the *Food Away from Home* series of the Consumer Price Index for the period from November 2021 to November 2022.

2023 Combined Operating and Administrative Rates		
Type of meal	Self-preparation or rural sites	Other types of sites (vended)
Breakfast	\$ 2.8250	\$ 2.7725
Lunch/Supper	\$ 4.9500	\$ 4.8700
Snack	\$ 1.1675	\$ 1.1400

Reimbursement Rates for the SFSP



For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Reimbursement_Rates_SFSP.pdf.

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1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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