



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: All Sponsors of the School Child Nutrition Programs (CNP)

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

DATE: October 27, 2015

SUBJECT: Operational Memorandum No. 1-16
Schedule for Submission of Online Reimbursement Claim Data

The Code of Federal Regulations for the National School Lunch Program [7 CFR §210.8(b)(1)] outlines the time limits for submission of claims for reimbursement to state agencies by sponsors. The due date for the claim form is the 15th of the month following the last day of the month covered by the claim. Final claims, including revisions, must be submitted no later than **60 days** following the last day of the month covered by the claim. Claims not filed or corrected within the 60 days **may not be paid**.

Timely Payment: Sponsors must adhere to this schedule to ensure timely payment of claims. The new claiming system now allows sponsors to enter and submit claims throughout the month. However, if the claim is entered after the due date noted in column 2 of the CSDE's submission schedule, the CSDE will not process the claim until the next month when the system processes claims.

Since sponsors may now enter and submit a claim at any time, the CSDE will no longer issue e-mail notifications informing sponsors that the system is open.

Late Claims: Although sponsors may prepare and submit a claim in the new system at any time, a claim that is reaching the final deadline date for submission indicated in column 4 of the CSDE's 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.

Separation of Duties: The CSDE reminds sponsors that there is a separation of duties regarding the submission of claims. The Child Nutrition Programs (CNP) claiming 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](#).

**Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education**

SCHEDULE FOR SUBMISSION OF ONLINE REIMBURSEMENT CLAIM DATA			
October 1, 2015 – September 30, 2016			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Reimbursement Claim Month	This DUE DATE is the date the claim must be received by the CSDE to ensure prompt payment	This is the date that the reimbursement claim check is due to be paid if the CSDE receives claim by the date in Column 2	FINAL DEADLINE To receive payment, this is the final date that the claim can be submitted* to the CSDE
October 2015	November 15, 2015	December 30, 2015	December 30, 2015
November	December 15	January 29, 2016	January 29, 2016
December	January 15, 2016	February 29	February 29
January 2016	February 15	March 31	March 31
February	March 15	April 29	April 29
March	April 15	May 30	May 30
April	May 15	June 30	June 29
May	June 15	July 30	July 30
June	July 15	August 29	August 29
July	August 15	September 29	September 29
August	September 15	October 31	October 31
September	October 15	November 29	November 29
* “Submitted” means prepared by the claims preparer and submitted by the authorized signer in the claiming system.			

1. Claims are due (received by the CSDE) by the date in column 2. Claims received by this date will be processed for timely payment by the date listed in column 3.
2. Final claim data **MUST** be received online by the date in column 4 to comply with the required time frame (60 days).
3. Claim (original or revised) must be submitted online by the date in column 4 (final deadline) to ensure receipt of program reimbursement. The CSDE grants exceptions on a case-by-case basis.

Questions may be directed to:

COUNTY ASSIGNMENTS	CONSULTANT	E-MAIL AND PHONE
Fairfield County	Fionnuala Brown	fionnuala.brown@ct.gov 860-807-2129
Hartford County	Teri Dandeneau	teri.dandeneau@ct.gov 860-807-2079
Middlesex County Windham County	Susan Alston	susan.alston@ct.gov 860-807-2081
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New Haven County	Jackie Schipke	jackie.schipke@ct.gov 860-807-2123
New London County Tolland County	Monica Pacheco	monica.pacheco@ct.gov 860-807-2073

JF:tdd

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) Web page.