



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



TO: 2016 Summer Food Service Program (SFSP) Sponsors

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

DATE: July 7, 2016

SUBJECT: Operational Memorandum No. 06-16 - SFSP Schedule for Submission of Claims for Reimbursement

The Code of Federal Regulations for the SFSP [7 CFR §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 15<sup>th</sup> of the month following the last day of the month covered by the claim, 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 **might 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 2016	July 15, 2016	August 29, 2016
July 2016	August 15, 2016	September 29, 2016
August 2016	September 15, 2016	October 31, 2016

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 2016.
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. Claiming of meals is designated as a) *Self-Prep and/or Vended-Rural Meals Served to Children* or b) *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 reimbursement rate and must be made accurately to ensure appropriate reimbursement.
4. Sponsors that operate 10 operating days or less in June, may submit a combined claim with July.\*

5. Sponsors that operate 10 operating days or less in August, may submit a combined claim with July.\*
6. Sponsors that operate in 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 new online claiming system 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 CT State Department of Education's (CSDE) submission schedule, the CSDE will not process the claim until the following 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.

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.

The CSDE reminds sponsors that there is a separation of duties requirement 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](#).

Sponsors can find instructions for online claims preparation and submission in the [Connecticut Online Application and Claiming System User Manual for the Summer Food Service Program](#).

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](mailto:caroline.cooke@ct.gov).

JF:ccc