



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



TO: 2018 Summer Food Service Program (SFSP) Sponsors

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

DATE: August 10, 2018

SUBJECT: **Operational Memorandum No. 02-18 – SFSP**  
Schedule for Submission of Claims for Reimbursement

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 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.

CSDE Claim Submission Schedule		
Column 1	Column 2	Column 3
Claim Month	Due Date for Prompt Payment	Deadline for Final Payment
June 2018	July 15, 2018	August 29, 2018
July 2018	August 15, 2018	September 29, 2018
August 2018	September 15, 2018	October 30, 2018

1. 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). All SFSP sponsors will be submitting claims in the [Online Application and Claiming System](#) for Connecticut Child Nutrition Programs (CNP System).
2. 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.
3. 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.
4. Sponsors with 10 operating days or less in June may submit a combined claim with July. \*
5. Sponsors with 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 to the CSDE a breakdown of the meal counts for each month by meal type for all months covered by the combined claim.*

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 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 Claim Submission Schedule to ensure timely payment of claims. The CNP 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 Claim Submission Schedule, the CSDE will not process the claim until the following month when the CNP System processes claims.

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.

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](#).

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](#).

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

JDF:ccc