



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the School Child Nutrition Programs – *including Special Milk Program*

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

DATE: October 19, 2017

SUBJECT: Operational Memorandum No. 02-18
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 Connecticut [Online Application and Claiming System for Child Nutrition Programs](#) (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 Connecticut State Department of Education's (CSDE) submission schedule, the CSDE cannot process the claim until the next month when the CNP System processes claims.

Late 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 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 requirement 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](#).

Claim Consolidation: The Claim for Reimbursement for any month must include only meals, snacks or milk served in that month except if the first or last month of Program operations contains 10 operating days or less. In this case, sponsors have the option of combining those days with the appropriate adjacent month. For example, if a sponsor serves six operating days in August, the sponsor may opt to combine those meal counts with the September claim.

Connecticut State Department of Education
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SCHEDULE FOR SUBMISSION OF ONLINE REIMBURSEMENT CLAIM DATA October 1, 2017 – September 30, 2018			
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 2017	November 15, 2017	December 30, 2017	December 30, 2017
November	December 15	January 30, 2018	January 29, 2018
December	January 15, 2018	March 1	March 1
January 2018	February 15	April 1	April 1
February	March 15	April 29	April 29
March	April 15	May 30	May 30
April	May 15	June 29	June 29
May	June 15	July 31	July 30
June	July 15	August 29	August 29
July	August 15	September 29	September 29
August	September 15	October 30	October 30
September	October 15	November 29	November 29
* “Submitted” means prepared by the claims preparer and submitted by the authorized signer in the CNP 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 your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
Hartford County (Includes Region 10) Middlesex County (Includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
New Haven County (Includes Regions 5, 15, and 16) New London County Tolland County (Includes Regions 8 and 19) Windham County (Includes Region 11)	Susan Alston susan.alston@ct.gov 860-807-2081

JDF: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](#) webpage.