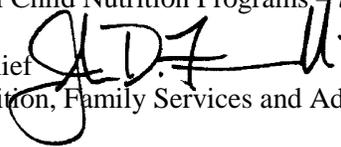




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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 26, 2018

SUBJECT: Operational Memorandum No. 01-19
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.

One-time Exception: The CSDE has the authority to approve a one-time exception for reimbursing a valid, late monthly claim once every 36 months. The CSDE limits the use of the one-time exception to 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) to the attention of Susan Alston (susan.alston@ct.gov) no later than December 15, 2019.

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, unless the first or last month of Child Nutrition 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
Bureau of Health/Nutrition, Family Services and Adult Education

SCHEDULE FOR SUBMISSION OF ONLINE REIMBURSEMENT CLAIM DATA October 1, 2018 – September 30, 2019 *			
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 2018	November 15, 2018	December 31, 2018	December 31, 2018
November 2018	December 15, 2018	January 29, 2019	January 29, 2019
December 2018	January 15, 2019	March 1, 2019	March 1, 2019
January 2019	February 15, 2019	April 1, 2019	April 1, 2019
February 2019	March 15, 2019	April 29, 2019	April 29, 2019
March 2019	April 15, 2019	May 30, 2019	May 30, 2019
April 2019	May 15, 2019	July 1, 2019	July 1, 2019
May 2019	June 15, 2019	July 30, 2019	July 30, 2019
June 2019	July 15, 2019	August 29, 2019	August 29, 2019
July 2019	August 15, 2019	September 30, 2019	September 30, 2019
August 2019	September 15, 2019	October 30, 2019	October 30, 2019
September 2019	October 15, 2019	November 29, 2019	November 29, 2019
<p>* A one-time exception request and corrective action plan, for a late claim covering one month during October 2018 through September 2019, must be received by the CSDE by December 15, 2019, to be considered for payment.</p> <p>** “Submitted” means prepared by the claims preparer and submitted by the authorized signer in the CNP System.</p>			

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. In order to be eligible to receive payment, claims (original or revised) must be submitted online by the date in column 4 (final deadline).

3. A one-time exception request and corrective action plan, for a late claim covering one month during October 2018 through September 2019, must be received by the CSDE by December 15, 2019, to be considered for payment.

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> • Fairfield County (Includes Region 9) • Litchfield County (Includes Regions 1, 6, 7, 12, and 14) 	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> • Hartford County (Includes Region 10) • Middlesex County (Includes Regions 4, 13, and 17) 	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> • New Haven County (Includes Regions 5, 15, and 16) 	Jackie Schipke jackie.schipke@ct.gov 860-807-2123
<ul style="list-style-type: none"> • 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