



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



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

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

**DATE:** November 5, 2019

**SUBJECT:** **Operational Memorandum No. 03-20**  
Schedule for Submitting 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 submitting claims for reimbursement to state agencies by sponsors. The due date for the claim form is the 15<sup>th</sup> 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.

Connecticut School Child Nutrition sponsors submit claims online through the Connecticut State Department of Education's (CSDE) [Online Application and Claiming System for Child Nutrition Programs](#) (CNP Online System).

**Timely payment:** Sponsors must adhere to the schedule on page 2 of this memo to ensure timely payment of claims. A claim that is entered after the due date noted in column 2 of the CSDE's submission schedule cannot be processed until the next month when the CNP Online System processes claims.

**School Child Nutrition Programs Sponsors must ensure that monthly reimbursement claims are entered and submitted for payment in the CNP Online System by the deadline to ensure timely payment.**

**Late Claims:** Although sponsors may prepare and submit a claim in the CNP Online System at any time, a claim that is submitted after the final deadline (column 4 of the CSDE's Schedule for Submitting Claims for Reimbursement) is at risk of not being paid.

**Separation of Duties:** The CSDE reminds sponsors that separation of duties is a requirement for properly submitting claims. The CNP online system includes security measures to support separation of duties and prevents any single individual 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 program guidance for CNP Online System, Documents/Forms, [Procedures, User Ids, Passwords and Access for School Nutrition Programs](#).

**Claim Consolidation:** The claim for reimbursement for any month must include only meals, snacks, or milk served in that month. The only exception for claiming meals outside of the month being claimed are when 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

<b>SCHEDULE FOR SUBMITTING CLAIMS FOR REIMBURSEMENT</b>			
<b>October 1, 2019 – September 30, 2020*</b>			
<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>
<b>Reimbursement Claim Month</b>	<b>This DUE DATE is the date the claim must be received by the CSDE to ensure prompt payment</b>	<b>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</b>	<b>FINAL DEADLINE To receive payment, this is the final date that the claim can be submitted to the CSDE*</b>
October 2019	November 15, 2019	December 30, 2019	December 30, 2019
November 2019	December 15, 2019	January 29, 2020	January 29, 2020
December 2019	January 15, 2020	March 2, 2020	February 29, 2020
January 2020	February 15, 2020	March 31, 2020	March 31, 2020
February 2020	March 15, 2020	April 29, 2020	April 29, 2020
March 2020	April 15, 2020	June 1, 2020	May 30, 2020
April 2020	May 15, 2020	June 29, 2020	June 29, 2020
May 2020	June 15, 2020	July 30, 2020	July 30, 2020
June 2020	July 15, 2020	August 31, 2020	August 29, 2020
July 2020	August 15, 2020	September 29, 2020	September 29, 2020
August 2020	September 15, 2020	October 30, 2020	October 30, 2020
September 2020	October 15, 2020	November 30, 2020	November 29, 2020
*“Submitted” means claims for reimbursement prepared by the designated claims preparer and submitted by the authorized signer in the CNP online 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. Claims (original or revised) must be submitted online by the date in column 4 (final deadline) in order to be eligible to receive reimbursement.
3. The CSDE has the authority to approve a one-time exception over a 36 month period for reimbursing a valid, late monthly claim. 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) no later than December 15, 2020. For additional guidance, contact your school nutrition consultant.

Questions may be directed to your school nutrition consultant.

<b>Consultants for School Child Nutrition Programs</b>	
<b>County</b>	<b>Consultant</b>
<ul style="list-style-type: none"><li>• Fairfield County (Includes Region 9)</li><li>• Litchfield County (Includes Regions 1, 6, 7, 12, and 14)</li></ul>	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
<ul style="list-style-type: none"><li>• Hartford County (Includes Region 10)</li><li>• Middlesex County (Includes Regions 4, 13, and 17)</li></ul>	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079
<ul style="list-style-type: none"><li>• New Haven County (Includes Regions 5, 15, and 16)</li></ul>	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> 860-807-2123
<ul style="list-style-type: none"><li>• New London County</li><li>• Tolland County (Includes Regions 8 and 19)</li><li>• Windham County (Includes Region 11)</li></ul>	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081

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