



# Illinois State Board of Education

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www.isbe.net

**Darren Reisberg**  
*Chair of the Board*

**Dr. Carmen I. Ayala**  
*State Superintendent of Education*

**July 29, 2022**

Dear Child and Adult Care Food Program Day Care Home Sponsoring Organization:

This notice provides day care home sponsoring organizations with the Illinois State Board of Education (ISBE) timeframes and instructions for submitting an accurate monthly Claim for Reimbursement for Fiscal Year 2023.

Staff from ISBE Funding and Disbursements Division voucher Child and Adult Care Food Program (CACFP) Claims for Reimbursement every Tuesday (regardless if Monday is a holiday). The scheduled cut-off dates below ensure ISBE processes all day care home sponsoring organizations' original monthly Claims for Reimbursement at the same time.

### Original Claims for Reimbursement

- Sponsoring organizations must submit the original Claim for Reimbursement by midnight of the processing cut-off date for each month (every 3<sup>rd</sup> Monday of the month) listed below:

<b>CLAIM MONTH</b>	<b>ORIGINAL CLAIM CUT-OFF DATES</b>
September 2022	October 17, 2022
October 2022	November 21, 2022
November 2022	December 19, 2022
December 2022	January 16, 2023
January 2023	February 20, 2023
February 2023	March 20, 2023
March 2023	April 17, 2023
April 2023	May 15, 2023
May 2023	June 19, 2023
June 2023	July 17, 2023
July 2023	August 21, 2023
August 2023	September 18, 2023

- If ISBE receives the original Claim for Reimbursement prior to the above cut-off date, they will not process that claim until the cut-off date.
- If ISBE does not receive the original Claim for Reimbursement by the processing cut-off date, ISBE staff will process that claim the following week.

### Revised Claims for Reimbursement

All revised upward claims must be submitted within 60 calendar days of the end of the claiming month.

[https://www.isbe.net/Documents/nutrition\\_claim\\_due\\_dates.pdf](https://www.isbe.net/Documents/nutrition_claim_due_dates.pdf)