



# 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*

**Sept. 27, 2019**

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 2020.

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 listed below:

<b>CLAIM MONTH</b>	<b>ORIGINAL CLAIM CUT-OFF DATES</b>
September 2019	Oct. 21, 2019
October 2019	Nov. 18, 2019
November 2019	Dec. 16, 2020
December 2019	Jan. 20, 2020
January 2019	Feb. 17, 2020
February 2019	March 16, 2020
March 2019	April 20, 2020
April 2019	May 18, 2020
May 2019	June 15, 2020
June 2020	July 20, 2020
July 2020	Aug. 17, 2020
August 2020	Sept. 21, 2020

- **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/reimbursement\\_procedures.pdf](https://www.isbe.net/Documents/reimbursement_procedures.pdf)