



STATE OF HAWAII
DEPARTMENT OF EDUCATION
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HAWAII CHILD NUTRITION PROGRAMS

TO: School Food Authorities of the Child Nutrition Programs

FROM: Sharlene Wong, Programs Administrator
Hawaii Child Nutrition Programs

DATE: August 23, 2024

SUBJECT: Schedule for Submitting Online Reimbursement Claim Data

The Code of Federal Regulations for the National School Lunch Program [7 CFR 8210.8(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 10th 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 are at risk of not being paid.

Timely payment: Sponsors must adhere to HCNP's "Schedule for Submitting Claims for Reimbursement" 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 this schedule cannot be processed until the next month.

Sponsors must ensure that monthly reimbursement claims are entered and submitted for payment in HCNP Systems by the deadline, scheduled according to Mountain Standard Time, to ensure timely payment.

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

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 is 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.

Hawaii Child Nutrition Programs			
Schedule for Submitting Claims for Reimbursement			
October 1, 2024 - September 30, 2025*			
Column 1	Column 2	Column 3	Column 4
Reimbursement Claim Month	Due Date	Reimbursement Claim Payment	Final Deadline
	<i>HCNP must receive the claim by this date to ensure prompt payment</i>	<i>Reimbursement claim is paid on this date if HCNP receives the date in column 2</i>	<i>Final date that the claim can be submitted to HCNP to receive payment*</i>
October 2024	November 10, 2024	December 30, 2024	December 30, 2024
November 2024	December 10, 2024	January 31, 2025	January 31, 2025
December 2024	January 10, 2025	March 3, 2025	March 3, 2025
January 2025	February 10, 2025	April 1, 2025	April 1, 2025
February 2025	March 10, 2025	May 1, 2025	May 1, 2025
March 2025	April 10, 2025	June 2, 2025	May 30, 2025
April 2025	May 10, 2025	June 30, 2025	June 30, 2025
May 2025	June 10, 2025	July 31, 2025	July 31, 2025
June 2025	July 10, 2025	August 29, 2025	August 29, 2025
July 2025	August 10, 2025	September 30, 2025	September 30, 2025
August 2025	September 10, 2025	November 3, 2025	October 31, 2025
September 2025	October 10, 2025	November 28, 2025	November 28, 2025
**"Submitted" means claims for reimbursement prepared by the designated claims preparer and submitted by the authorized signer in HCNP Systems.			

Considerations for Submitting Claims

1. Claims are due (received by HCNP) by the date in column 2 of the "Schedule for Submitting Claims for Reimbursement." 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) to be eligible for receiving reimbursement.
3. HCNP has the authority to approve a one-time exception over a 36-month period for reimbursing a valid, late monthly claim. The one-time exception must be from the federal fiscal year (October 1, 2024 through September 30, 2025) 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, 2025. For additional guidance, contact Hawaii Child Nutrition Programs.

Questions may be directed to the National School Lunch Program Specialists:
Rachel Itano and Kasey Kawamoto.

Important: This is a Hawaii Child Nutrition Programs (HCNP) operational memorandum that contains important program information. Please read carefully and retain for future reference. All HCNP operational memoranda are posted on HCNP's [webpage](#).