

Date: November 12, 2015
To: Authorized Representatives of the Non-School Special Milk Program
From: Community Nutrition Team
Subject: 2015 End of Year Claim Processing Schedule

Dear Child Nutrition Program Authorized Representatives:

This message is to notify agencies participating in the USDA Child Nutrition Programs of the 2015 end-of-year claim processing schedule. Each year in December the processing of claims is shut down in order for the State to perform year-end closeout. Please be aware of the following information when filing claims for any federal or state child nutrition program.

The last voucher “Process Package” run for the year will be December 15, 2015, with the corresponding payment scheduled for Monday, December 28, 2015. There will be no claim vouchers processed between December 16, 2015 and January 5, 2016, 2015.

All claims entered online after Monday, December 15, 2015 and before Tuesday, January 5, 2016 will be processed for payment on Tuesday, January 5, 2016, with a payment by electronic funds transfer (EFT) date of Tuesday, January 19, 2016. The system will then resume its regular processing and payment schedule.

The ability to enter claims via the Department of Public Instruction Online Services website will not be affected (i.e. claims can be entered online throughout the processing shutdown).

Listed below is the schedule for the reimbursement claim payments during the end of the year:

WEEK COVERED	PROCESS PACKAGE RUN DATE	VOUCHER DATE	ELECTRONIC FUNDS TRANSFER DATE
November 15	November 17	November 19	November 30
November 22*	November 24	November 25	December 7
November 29	December 1	December 3	December 14
December 6	December 8	December 10	December 21
December 13	December 15	December 17	December 28
December 20*	Process Package will not be run this week		
December 27*	Process Package will not be run this week		
January 3*	January 5	January 7	January 19

*These weeks represent a change from normal timing of processing and/or payment dates.

If you have questions regarding this information contact Rick Fairchild at Richard.Fairchild@dpi.wi.gov or 608-266-6856.

Community Nutrition Team
Wisconsin Department of Public Instruction

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