



July 30, 2025

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 2026.

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 3rd Monday of the month) listed below:

CLAIM MONTH	ORIGINAL CLAIM CUT-OFF DATES
September 2025	October 20, 2025
October 2025	November 17, 2025
November 2025	December 15, 2025
December 2025	January 19, 2026
January 2026	February 16, 2026
February 2026	March 16, 2026
March 2026	April 20, 2026
April 2026	May 18, 2026
May 2026	June 15, 2026
June 2026	July 20, 2026
July 2026	August 17, 2026
August 2026	September 21, 2026

- 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.