

**STATE OF CONNECTICUT**  
**DEPARTMENT OF SOCIAL SERVICES**  
**SBCH PROGRAM - REIMBURSEMENT AND CON**  
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**SBCH Claim Submission to DAS Guidelines**

The below information is provided to be used by districts as a **GUIDELINE** in submitting program claims to the Department of Administrative services.

In submitting claims, please keep the following in mind:

1. The information above is a guide for approximate processing times and program check dates. Only one check is issued per two claim cycle dates. Checks are issued by the Department of Social Services.
2. When claims are submitted to DAS, they are batched, reviewed for errors, and corrective action is taken when necessary before processing takes place.
3. DAS processed claims for many, many programs in addition to SBCH; within SBCH there are a total of 93 districts participating and that number is growing. Not all districts submit electronic claims; paper claims are manually entered by DAS staff.
4. The schedule below does not take into account unforeseen issues such as unplanned staff absences, special processing, procedure code corrections/updates, system issues with DAS and HP.

**Claim Submission to DAS Guidelines**  
**(July-December 2016)**

<b>RA date</b>	<b>File to DAS Date (15 business days prior to RA date)</b>	<b>Approx. Check Date</b>
7/12/16	6/20/16	8/15/16
7/26/16	7/5/16	
8/9/16	7/19/16	9/15/16
8/23/16	8/2/16	
9/13/16	8/23/16	10/15/16
9/27/16	9/6/16	
10/12/16	9/20/16	11/15/16
10/25/16	10/3/16	
11/8/16	10/18/16	12/15/16
11/22/16	11/1/16	
12/13/16	11/18/16	1/15/17
12/28/16	12/5/16	