

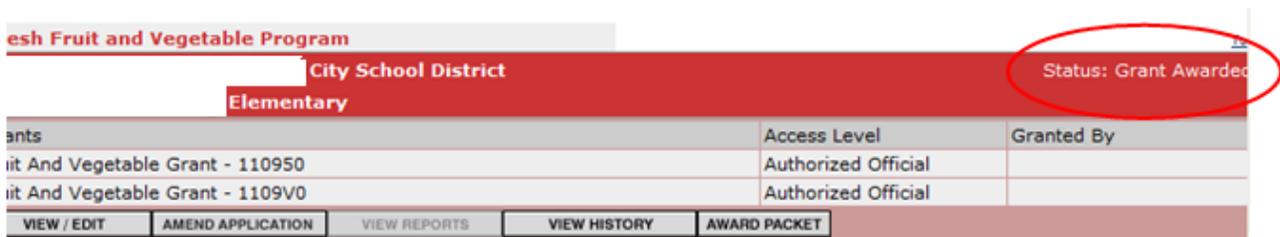
2010-2011 Fresh Fruit and Vegetable Program Claim Process

1. Purpose

This document provides guidance for applicants in how to use the Michigan Electronic Grants System (MEGS) to enter and submit monthly Fresh Fruit and Vegetable Program (FFVP) claims for Fiscal Year 2011. Each month the FFVP application will be amended to include the claims for the next month. Once claims are approved in MEGS, applicant agencies will use the Cash Management System (CMS) to draw down funds.

2. Application Status

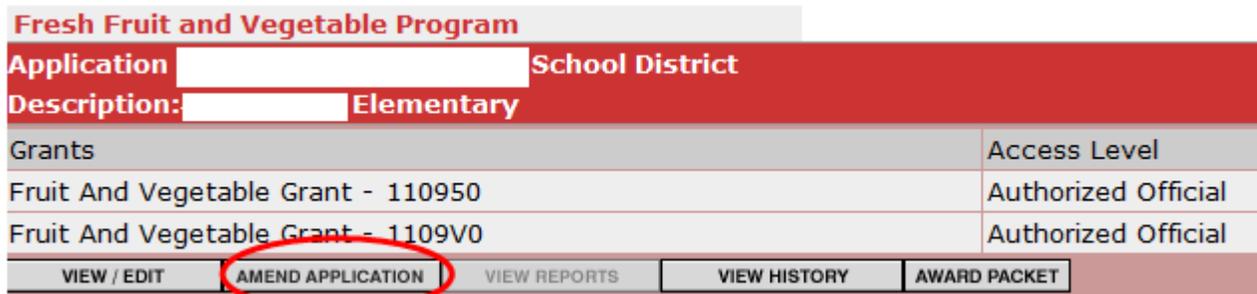
To begin the claims process each month, your application must be in the status **Grant Awarded**. It achieves that status when initially approved, and when the previous month claim submission is approved by the Michigan Department of Education (MDE).



Fresh Fruit and Vegetable Program		
City School District		Status: Grant Awarded
Elementary		
Grants	Access Level	Granted By
Fruit And Vegetable Grant - 110950	Authorized Official	
Fruit And Vegetable Grant - 1109V0	Authorized Official	
VIEW / EDIT	AMEND APPLICATION	VIEW REPORTS
		VIEW HISTORY
		AWARD PACKET

3. Amend Application

To create an amendment, an Authorized Official (Level 5) or Application Administrator (Level 4) selects **Amend Application**, then **Confirm**.



Fresh Fruit and Vegetable Program		
Application	City School District	
Description:	Elementary	
Grants	Access Level	
Fruit And Vegetable Grant - 110950	Authorized Official	
Fruit And Vegetable Grant - 1109V0	Authorized Official	
VIEW / EDIT	AMEND APPLICATION	VIEW REPORTS
		VIEW HISTORY
		AWARD PACKET

Note: Each time you start a new monthly claim, you will click the **Amend Application** button. This process is repeated each month in order to enter claim information. Enter reason for amendment as directed in the **Amendment Description** box.

You have chosen to amend the following application:

Application # 1011-2541 **by** Adrian City School District
Status: *Grant Funds Available*
Fresh Fruit and Vegetable Program

- Fruit And Vegetable Grant - 110950
- Fruit And Vegetable Grant - 1109V0

What would you like to do? **Confirm** CANCEL

AMENDMENT DESCRIPTION

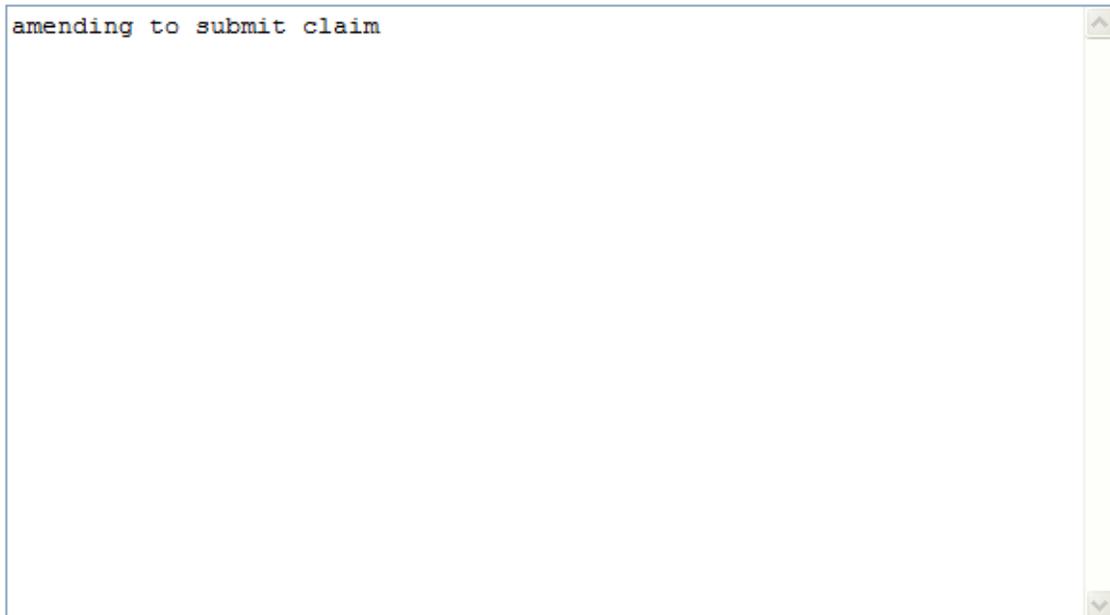
Instructions:

- Provide a general description of the reason(s) for requesting this amendment in the text box below.
- Click **Save** to save the entered text.
- Click **Clear** to remove all text from the text box.

Contact Name:

Contact Phone:

amending to submit claim



SAVE DELETE CLEAR VIEW PDF

4. Claims

The application will now include a **Claims** section, as shown below. Authorized Officials (Level 5), Application Administrator (Level 4), or Grant Writer (Level 2) may make changes on the application to enter claim information.

GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)
-  [Applying for the Fruit and Vegetable Program](#)
-  [Add Site](#)
-  [Consortium Member](#)
-  [Modifications](#)
-  [Amendment Description](#)
-  [RCCI - Certification Form](#)
-  [Upload RCCI Certification Form](#)

CLAIMS

-  [Claim Selection and Cost Summary: October 2010 – June 2011](#)
-  [Claim Selection and Cost Summary: July 2010 – September 2010](#)

PROGRAM INFORMATION

-  Proposal
-  Certification of Support

5. Claim Selection and Cost Summary

After clicking on **Claim Selection and Cost Summary**, you will see this page:

[View Printable Version](#)

SCHOOL DISTRICT [REDACTED]
SCHOOL [REDACTED]
BUILDING CODE: [REDACTED]

CLAIM SELECTION AND COST SUMMARY: OCTOBER 2010 – JUNE 2011

Claim Month	Fruit and Vegetable	Operating Labor	Administrative Labor	Operating Supplies / Other	Ac
October 2010 <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> Fruit and Vegetable Costs Labor Costs Other Costs Monthly Site Log </div>					

When you place the cursor/hand over the month you wish to enter claim data for, you will see three cost categories appear: **Fruit and Vegetable Costs**, **Labor Costs**, and **Other Costs**. The **Monthly Site Log** is also located below the cost categories.

Move the cursor over the desired cost category and wait until that month's page appears. Click on the desired page and enter data.

For each line used, all items (boxed areas on that line) must be completed. The Total for each cost category will be calculated by MEGS when you click **Save**.

Note: After completing all the cost data for a particular cost category for a month, click **Save**. If you require an additional page, click **Add**, as indicated.

[REDACTED] SCHOOL DISTRICT [REDACTED]
 [REDACTED] ELEMENTARY SCHOOL [REDACTED]
 BUILDING CODE: [REDACTED]

**FRUIT AND VEGETABLE COSTS
OCTOBER 2010**

Claim Month October 2010

Invoice #	Date	Type	Product Description	Size / Weight of Shipping Unit	Q
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Printable Version](#)

[REDACTED] SCHOOL DISTRICT [REDACTED]
 [REDACTED] ELEMENTARY SCHOOL [REDACTED]
 BUILDING CODE: [REDACTED]

**LABOR COSTS
OCTOBER 2010**

Claim Month: October 2010

Type	Staff Name / Title	Wage / hr.	FFVP Hrs
<input type="text" value="v"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

SCHOOL DISTRICT ELEMENTARY SCHOOL BUILDING CODE:	
OTHER COSTS OCTOBER 2010	
Claim Month: <u>October 2010</u>	
Type	Item Description
▼	
▼	
▼	
▼	
▼	

Note: After completing the cost data for a particular cost category, click **Save**. To continue completing cost data for another cost category (**Fruit and Vegetable Costs, Labor Costs, or Other Costs**) or the **Monthly Site Log**, click on the **Application Menu**, located in the dark blue header bar at the top of the page. Click on **Claims**, select claim month, and select the next cost category you wish to enter data for. Repeat this step until all cost categories and the **Monthly Site Log** are completed for that month.

Main Menu Help

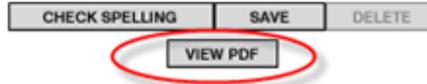
Application Menu Errors Report Menu

- MANAGEMENT ACTIVITIES ▶
- GENERAL INFORMATION ▶
- CLAIMS ▶
- PROGRAM INFORMATION ▶

- Claim Selection and Cost Summary: October 2010 – June 2011
- Claim Selection and Cost Summary: July 2010 – September 2010

When the **Monthly Site Log** and all cost data for **Fruit and Vegetable Costs**, **Labor Costs**, and **Other Costs** have been entered and saved for the month, select **View PDF** on each cost data page to review the results. It is suggested that you print a PDF copy of each page to keep for your records.

[View Printable Version](#)



<div style="text-align: center;"> [] CITY SCHOOL DISTRICT [] [] ELEMENTARY SCHOOL [] BUILDING CODE: [] </div>						
CLAIM SELECTION AND COST SUMMARY: OCTOBER 2010 – JUNE 2011						
Claim Month	Fruit and Vegetable	Operating Labor	Administrative Labor	Operating Supplies / Other	Administrative Non-labor	Total
October 2010	0.00	100.00	0.00			100.00
						0.00

6. Monthly Site Log

A **Monthly Site Log** is required for each month with claims activity. The **Monthly Site Log** is listed within the claim month, under the cost categories. To access the log, move the cursor over the log, click on the log, and enter the required data.

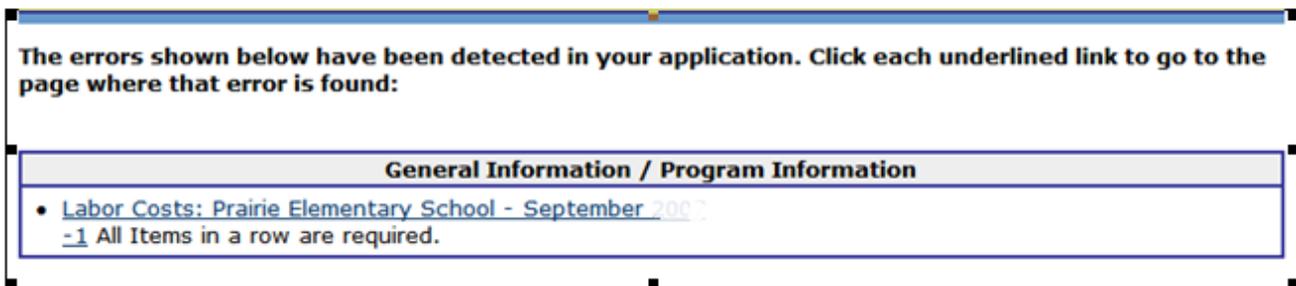
<div style="text-align: center;">BUILDING CODE: 01501</div>						
CLAIM SELECTION AND COST SUMMARY: OCTOBER 2010 – JUNE 2011						
Claim Month	Fruit and Vegetable	Operating Labor	Administrative Labor	Operating Supplies / Other	Administrative Non-labor	Total
October 2010	0.00	100.00	0.00			100.00
<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> Fruit and Vegetable Costs Labor Costs Other Costs Monthly Site Log </div>						0.00
December						0.00

7. Checking for Errors

When you have finished entering all information, click **Errors** in the header to check for errors.



If the application (including the Claim and Monthly Site Log) has any errors, error messages will be shown. Click on the links in the error messages to go to the appropriate page, correct the error, re-save the page, and again click **Errors**.



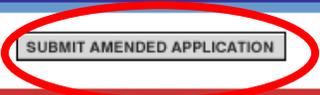
When you get a no error message, your application can be submitted.



No errors have been detected in this application.

8. Submitting Your Application

Only Authorized Officials (Level 5) can submit the amended application (claim). From the **Application Menu** page, click **Submit Amended Application**. A Confirmation of Submission will be presented; when agreement with terms is indicated, the application is submitted. The contacts listed in the application will receive an automated e-mail from MEGS confirming submission.



This "Fresh Fruit and Vegetable Program" application contains the following grant(s):

Grant	Apply Now/Later
Fruit And Vegetable Grant - 110950	Apply Now
Fruit And Vegetable Grant - 1109V0	Apply Now

- The current status is **Amendment In Progress**
- This application is due on **Friday, April 15, 2011**
- [Important Information About the Fresh Fruit and Vegetable Program Application](#)
- [Assurances and Certifications](#)

After your application is submitted and reviewed, it could be returned for modifications. If it is returned, an automated e-mail will be sent notifying your agency of the need for changes. An Authorized Official (Level 5) or Application Administrator (Level 4) can click **Modify Application** from the Main Menu. Use **View Comments** to review comments made by MDE about changes required.



You can also enter your comments in the **Comments to Consultant** box and click **Save**. Your comments will be forwarded to MDE.

General Comments

Comments to Consultant

SAVE
CANCEL
CLEAR

Navigate to the appropriate pages to make your modifications/changes and **Save**. Check for errors and resubmit the modified application, using the same processes as used for the original submission.

9. Tips on Navigating in MEGS

While in MEGS, AVOID use of the browser Back and Forward buttons. Always use links and buttons provided on the MEGS pages themselves.

A standard blue header bar is available, containing common functions. Use **Help** to access more information about the current page.

Logout permits you to log out from MEGS; when returning, all data previously saved in the application will be available to continue.

View PDF and the PDF buttons on the pages provide an Adobe Acrobat Reader Portable Document Format (PDF) of that information in a separate window for easy, consistent printing. Always print a copy of the desired page(s) of the PDF, not the view of the currently displayed page.

Sometimes links or buttons are “*greyed out*,” unavailable for your use. MEGS controls the availability based upon security levels and status of the application. For example, once your application (claim) is submitted, you can view it, but not **Save** any changes unless the application is returned for modifications, or approved, and an amendment is initiated.

Always click SAVE before leaving this and all pages in MEGS on which you have made changes.

10. Questions?

If you have questions or problems, contact the School Nutrition Training & Programs Office at 517-373-3347.