



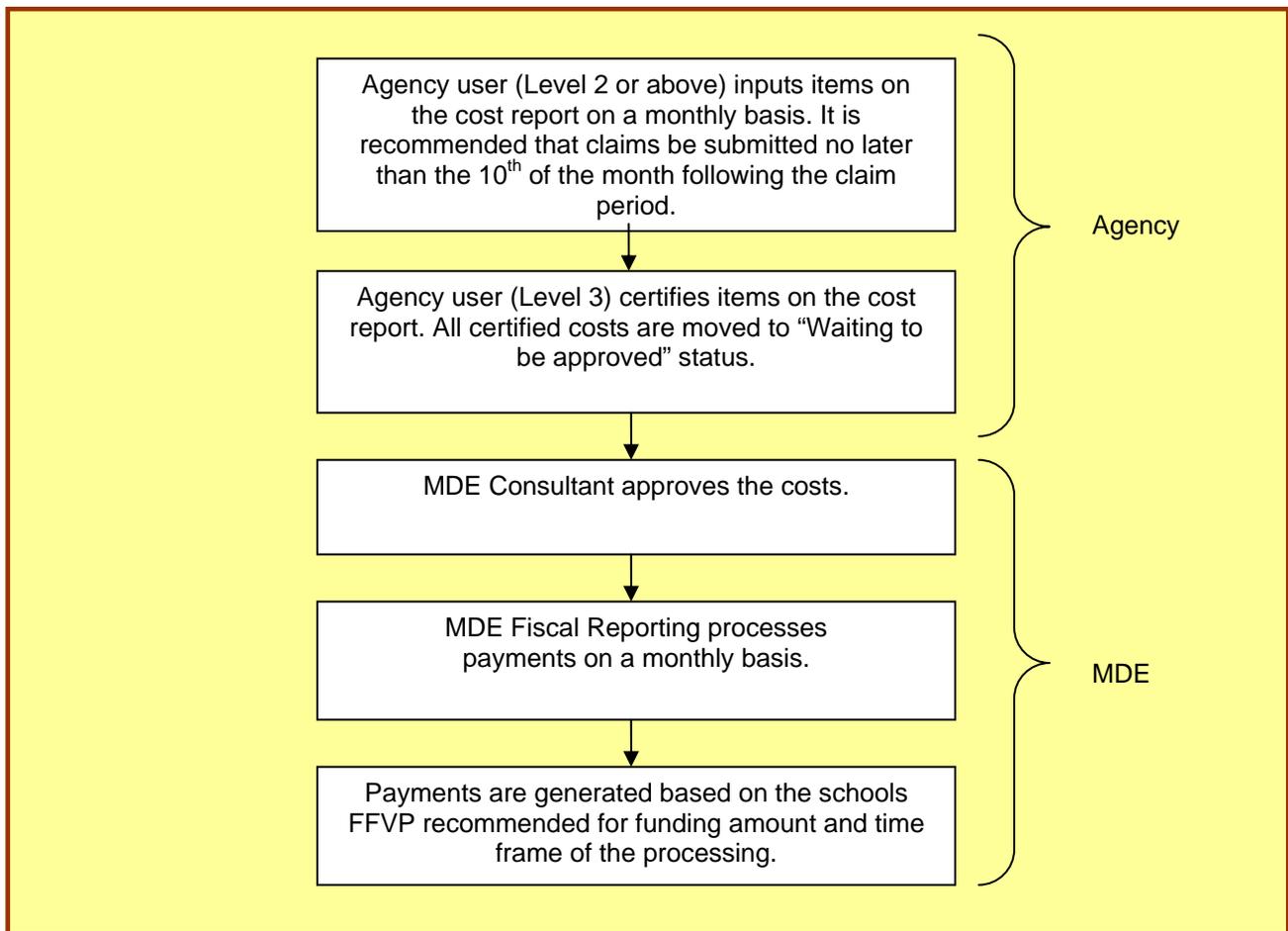
Introduction:

Michigan Department of Education (MDE) is pleased to unveil its Michigan Nutrition Data System (MiND) to enable agencies participating in the Fresh Fruit and Vegetable Program (FFVP) to submit claim data electronically and draw down funds from the Cash Management System (CMS) on a periodic basis.

Requirements:

1. A complete and certified FFVP application for the current fiscal year in MEGS;
2. An agency user who has a MEIS account and has completed the security access form; and
3. A computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

Process flow:



Steps to enter and submit FFVP Costs.

Step I: Login to the MiND System

1. On your browser, go to www.michigan.gov/meis
2. Click on the link [MiND - Michigan Nutrition Data System](#) in the Child Nutrition Programs (CNP) section.

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- **Year End Report School Meals Program - SM-4012-A/R**
- [LEARS-Verification Summary Report](#)
- [MiND Michigan Nutrition Data System](#)
- [Child Nutrition Program Security Agreement](#) PDF

3. Login with a valid MEIS Login and password. Insure your Child Nutrition Programs- Security Access Form is up to date, includes the FFVP MiND access. If not, submit an updated form.

Michigan Nutrition Data System
Department of Education

[Michigan.gov Home](#) | [MIND Home](#) | [Contact for MIND](#) | [MDE Home](#)

WELCOME TO MIND!

The Michigan Nutrition Data (MIND) system, developed by Grants Coordination and School Support (GCSS), Michigan Department of Education, is designed for the sponsors participating in School Meals Program, Child and Adult Care Food Program, Summer Camp Special Milk Program, Summer Food Service Program, The Emergency Food Assistance Program, and Commodity Supplemental Food Program to manage their monthly claims and to submit their year end reports.

MIND Login

User Name:
Password:

[Forgot Login/Password?](#)

[Login](#) [Security Access Form](#)

AVAILABLE SYSTEMS IN MIND

- The Emergency Food Assistance Program (TEFAP) Payments Processing System
- Commodity Supplemental Food Program (CSFP) Payments Processing System

MESSAGES

- Look for important messages on this section

NEED ACCESS

- [Security Access Form](#)

[Michigan.gov Home](#) | [MIND Home](#) | [Contact MDE](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Step II: MiND Home Page

1. This page lists the payments received for the FFVP for the given fiscal year and provides users with the option to edit the cost maintenance.



The screenshot shows the 'FFVP PAYMENTS PROCESSING SYSTEM' overview page. At the top, there are navigation links for 'Michigan.gov Home', 'MIND Home', 'Contact for MIND', and 'MDE Home'. Below the navigation is a header with 'Michigan Nutrition Data System' and 'Department of Education'. The main content area is titled 'OVERVIEW' and includes a search bar for 'Agency' (set to 'City School District') and a 'Fiscal Year' dropdown menu (set to '2011' with a sub-menu showing 'October 2010 - September 2011').

There are two main sections: 'Agency payments Summary' and 'Cost Maintenance'. The 'Agency payments Summary' section contains a table with the following data:

No.	Payment Date	Amount
1	May 26, 2011	\$1,810
2	May 26, 2011	\$2,060
3	May 26, 2011	\$1,330

The 'Cost Maintenance' section includes a dropdown menu labeled 'Select a site to edit cost items:' with 'Barbara Jordan Elementary' selected, and an 'Edit' button next to it.

2. The Cost Maintenance link also navigates the user to the “Cost Item Maintenance” waiting to be **certified**.
3. The Cost Maintenance link navigates the user to the “Cost Item Maintenance” waiting to be **approved**.

Step III: Cost Item Maintenance Page - Entering FFVP costs.

1. Select a cost item from the description drop-down.
2. Type in the product details (i.e. apples, 4 cases of 138 count) in the specify box.
3. Select the applicable month of the cost.
4. Enter the corresponding cost of the product in the amount box; Click “Add”.

FFVP PAYMENTS PROCESSING SYSTEM

Welcome, Gloria Zunker, . Last login 10/21/2011 10:44:03 AM.

COST ITEM MAINTENANCE

Agency: - Public Schools Fiscal Year: 2011

Building: Bryant School

Add Cost Item

Description: Operating Cost - Fruits 1

*Specify : 2

Month: September - 2011 3

Amount: 4

Building Summary

Enrollment: 444

Building Disbursable Net Amount: \$2,442

Approved Cost Item Total: \$0

Total payments received: \$0

Cost Items Waiting To Be Certified

No.		Date Entered	Cost Item Description	Specification	Month	Amount Entered
1	<input type="button" value="Edit"/>	Oct 21, 2011	Operating Cost - Labor		September	202
2	<input type="button" value="Edit"/>	Oct 21, 2011	Operating Cost - Fruits		September	202

5. On clicking “Add”, the entered cost will be listed in the “Cost Items Waiting To Be Certified” section.
Note: Level-2 users can add costs for their agency but cannot “Certify” the information.
6. To modify an entered value, click “Edit”.
 - The “Amount Entered” column will become an editable text box
 - The “Edit” button will be replaced by “Update” and “Cancel” buttons.
 - Modify the “Amount Entered” and click “Update”.

Total payments received: \$0

Cost Items Waiting To Be Certified 5

No.	Date Entered	Cost Item Description	Specification	Month	Amount Entered
1	Oct 21, 2011	Operating Cost - Labor		September	202
2	Oct 21, 2011	Operating Cost - Fruits		September	2167
3	Oct 21, 2011	Operating Cost - Small Supplies/Other		September	327
4	Oct 21, 2011	Operating Cost - Vegetables		September	515
5	Oct 21, 2011	Administrative Cost		September	133

Total cost items waiting to be certified: \$3,344

I am certifying the data being submitted is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement with the Michigan Department of Education

Certify

Step IV: Certifying FFVP costs.

Level-3 user has to log into MiND using their authorized Login and password. Level-3 user will be able to see the “Cost Items Waiting To Be Certified” section along with the “Certify” button.

1. On clicking “Certify”, the costs listed in “Cost Items Waiting To Be Certified” section will be transferred to the “Cost Items Waiting To Be Approved” section.

No.	Date Entered	Cost Item Description	Amount Entered	Amount Approved	Notes
1	Aug 14, 2011	Operating Cost - Fruits	\$1,200	1200	
2	Aug 24, 2011	Operating Cost - Labor	\$2,500	2500	
3	Aug 14, 2011	Operating Cost - Small Supplies/Other	\$3,000	3000	
4	Sep 27, 2011	Operating Cost - Vegetables	\$1,200	1200	

Step V: Approval of Costs.

1. Michigan Department of Education will approve the “Cost Items Waiting To Be Approved”. On approval, the costs listed in “Cost Items Waiting To Be Approved” section will be transferred to the “Approved Cost Items” section.