

Michigan
Summer Food Service Program
THE KEY TO CLAIM REIMBURSEMENT

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Rev. 2/10/2012

Contact Information and Form Location	
	Security Agreement Form
Assistance	<p>Ruby Zavala: (517) 373-0420</p> <p>Email: zavalar1@michigan.gov</p> <p>Fax: (517) 373-4022</p>
Form Location	<p>In order to access the claim form you must first have created a Michigan Education Information System (MEIS) Account and completed and submitted the Child Nutrition Program Security Agreement. Access rights to the claim form will be granted upon receipt of this form.</p> <p>***Do not submit a new form if you have previously completed the agreement, been given access rights, and no changes are necessary.***</p> <p>Security Agreement forms are available from the MEIS website:</p> <p>http://michigan.gov/meis</p> <ul style="list-style-type: none"> • Child Nutrition Programs (CNP) • Child Nutrition Program Security Agreement
	Claim Form
Assistance	<p>Pam Miller: (517) 373-1074</p> <p>Email: millerp2@michigan.gov</p> <p>Fax: (517) 373-4022</p>
Location	<p>Claim forms are accessed from the MEIS website:</p> <p>http://michigan.gov/meis</p> <ul style="list-style-type: none"> • Child Nutrition Programs (CNP) • Claim Forms • Summer Food Service Program (SFSP) - SM-4012-SF

Access to MEGS+ and the Claim for Reimbursement

Creating a MEIS Login Account

PLEASE NOTE: If you already have a MEIS account and access rights to CNAP, MEGS, and/or the claim form, DO NOT CREATE ANOTHER ACCOUNT OR SUBMIT ANOTHER FORM. A new form is needed only when there is a change to the authorized user.

If you do **not** have a MEIS account, you must create one by going to the following website: <http://michigan.gov/meis>. This is the home page for the Michigan Education Information System. On the top of this screen, click on the MEIS logo:



The MEIS User Management System screen will be displayed:

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Login Name:	<input type="text"/>	I forgot my Login Name
Password:	<input type="password"/>	I forgot my Password
<input type="button" value="Log In"/>		

Have questions/concerns about MEIS security or MEIS User Management?

Please contact the MEIS Help Desk via:

Phone: (517) 335-0505

Press 2 for MDE Programs

Press 3 for CEPI Programs

Click on "Create a New MEIS Account" and make sure to print the final screen that has your MEIS account information. It will include your MEIS account number, Login and Password. To update your account information or view your account number, go to the MEIS User Management System screen (above) and login. You can view or edit your personal information or change your password. After the account has been created, proceed as indicated on Page 2 to print, complete and submit the Security Agreement form.

Completing the Claim Form

Instructions

Login to the Claim Form

Access the claim form at: <http://michigan.gov/meis>

Under the "Child Nutrition Programs (CNP) " heading, "Claim Forms" section, select "Summer Food Service Program (SFSP) SM-4012-SF"

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

The Login screen will be displayed.

Summer Food Service Program Claims System

Welcome to the Summer Food Service Program Claims System.

NOTICE
For Information and Assistance with the Summer Food Service Program Claim Form,
Click [The Key to Reimbursement Summer Food Service Program](#)

User ID:
Password:

It is recommended this application be viewed with Microsoft Internet Explorer 4.0 or greater.
Netscape users may have difficulty viewing some portions.

Please Note:

- The following instructions are general guidelines for those with security access rights of Level 2 (Enter/Edit) or Level 3 (Enter/Certify). Depending on your access rights you may not be able to complete all functions described.
- The Child Nutrition Program Security Agreement must be completed and submitted to our office before any access rights will be granted.

Enter the login and password that was assigned when you created your MEIS account. The Main Menu will be displayed.

Main Menu

Summer Food Service Program Claims System Admin Reports Admin Tools User Management Logout

MAIN MENU

Sponsor: 28010 Fiscal Year: 2007 October 1, 2006 - September 30, 2007

Name: TRAVERSE CITY AREA PUBLIC SCHOOLS(28010)

Information

Summer Food Service Program Sponsors are not required to report costs on the claim. However, cost records and documentation must be maintained to support the claims for reimbursement and be available for review or audit.

Main Menu								
	Claim		Certification		Claim Value	Advance	Total Amendments	
	Month	Year	Date	Time				
	October	2006	Not Available		---	---	---	
	November	2006	Not Available		---	---	---	
	December	2006	Not Available		---	---	---	
	January	2007	Not Available		---	---	---	
	February	2007	Not Available		---	---	---	
	March	2007	Not Available		---	---	---	
	April	2007	Not Available		---	---	---	
	May	2007	Not Available		---	---	---	
	June	2007	Feb 11, 2010	2:00PM	Certify	\$1,352.25	---	0
	July	2007	Not Available		---	---	---	
	August	2007	Not Available		---	---	---	
	September	2007	Not Available		---	---	---	
Total						\$1,352.25	---	

The sponsor agreement number and name will be displayed in the upper left corner. For school districts, the number is the five-digit school code. The current fiscal year will be shown in the upper right corner. The menu lists the claim months and year, the status of the claim, a link to the certification screen, a link to the status report, advance payment amounts, and number of amendments to each claim. The status report link is the payment amount listed under "Claim Value" for each month. This report summarizes the claim data and payment information.

Selecting the Claim Month

Do NOT Combine Months!

To enter claim information:

Click on the applicable month under the heading "Claim" and "Month". This link will take you to the Sponsor Summary screen.

Enter meal counts for one month only on each claim.

DO NOT COMBINE CLAIM MONTHS.

Important:

- **For each claim form screen: All errors will be displayed, in red, at the top of the screen and must be corrected before the claim can be certified.**
- **Do not use the Back button on your browser toolbar. Use the navigational links provided on the top and bottom of each screen.**

Sponsor Summary

"Sponsor Details"

Total Number of Days SFSP Meals Served

Summer Food Service Program Claims System

Main Menu Admin Reports Admin Tools User Management Logout

SPONSOR SUMMARY

Sponsor: 28010 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
Name: TRAVERSE CITY AREA PUBLIC SCHOOLS (28010) Claim Month:

Sponsor Details Last Modified On: 2/10/2010 3:41:28 PM

Type: Rural/Self Prep

Claim meals for this month only. Do not combine months.

1. Claim Month: **JUNE**

Enter the number of meal serving days for this month only, then click Save:

2. Number of Days:

Total Number of Meals Served To Eligible Children:

	Firsts	Seconds
Breakfast	1650	0
Lunch	150	0
Snack	0	0
Supper	0	0

**** Click Save Button After Entering or Amending Above Data ****

Site Selection

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL (2801SF006)

Site Listing Last Modified On: 2/17/2010 12:36:22 PM

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL (2801SF006)	Breakfast	Lunch	Snack	Supper
<input type="button" value="Enter / Edit"/>	1500	0	0	0
	Seconds	0	0	0

Last Modified On: 2/10/2010 3:41:15 PM

Site: TCHS YOUTH CORPS (285FP0002)	Breakfast	Lunch	Snack	Supper
<input type="button" value="Enter / Edit"/>	150	150	0	0
	Seconds	0	0	0

1. The month selected on the Main Menu will be displayed.
2. Enter the total number of days meals were served for the month.

Click on the "SAVE" button when #2 is completed. Proceed to the Site Listing directly below.

"Site Listing"
(continued on bottom of the Sponsor Summary)

For each site, click the **"Enter/Edit"** button on the left side of the site listing to enter number of days and meals served by type.

Enter Site Data

Site Listing					
Site: ANNA MICHER ELEMENTARY (0305SF001)		Breakfasts	Lunches	Suppers	Snacks
Enter / Edit	Firsts	1500	1758	0	0
	Seconds	0	0	0	0
Last Modified On: 6/24/2005 9:27:11 AM					
Site: FENVILLE HIGH SCHOOL (0305SF002)					
Enter / Edit	Firsts	2998	4662	0	0
	Seconds	0	0	0	0
Last Modified On:					

Site Edit

"Site Details"

(Camp Sponsors refer to "Special Instructions for Camps")

Summer Food Service Program Claims System

Main Menu Sponsor Summary Admin Reports Admin Tools User Management Logout

Sponsor: 28010 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)

Name: TRAVERSE CITY AREA PUBLIC SCHOOLS (28010) Claim Month:

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL(2801SF006) Last Modified On:

Claim meals for this month only. Do not combine months.

3. Enter the Number of Meals Served To Eligible Children

1. Claim Month: **JUNE**

2. Number of days:

Enter the number of meal serving days for this month only, then click Save:

3. Enter the Number of Meals Served To Eligible Children

	Firsts	Seconds
a. Breakfast	<input type="text" value="100"/>	<input type="text" value="0"/>
b. Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Supper	<input type="text" value="0"/>	<input type="text" value="0"/>

**** Click Save Button After Entering or Amending Above Data ****

Number of Meals Served to Eligible Children

1. The claim month selected from the Main Menu will be displayed.
2. Enter the number of meal serving days being claimed for this site.
3. a.-d. For each site, report only the number of reimbursable meals served to eligible children that meet the approved meal pattern requirements.

Report separately the number of meals that were served as *firsts* and the number of meals served as *seconds* for each approved meal type: Breakfast, Lunch, Supper, and Snack.

Second servings will be reimbursed up to 2% of the number of first meals served to children for each meal type during the claim month. On the claim form, enter the actual number of complete second meals served, regardless of whether that number is more or less than 2% of the first meals served.

(Camp Sponsors refer to "Special Instructions for Camps")

****Camps cannot claim second meals.****

SAVE!

Click on the "SAVE" button when all data has been entered!

Errors in Site Data

After clicking Save, one or more errors may be displayed at the top of the screen. All data entered on the claim refers back to the site information that was submitted and approved on the application (MEGS+). Any variations from what was approved will result in an error which must be corrected before the claim can be certified.

Summer Food Service Program Claims System
 Admin Reports Admin Tools User Management Logout

SITE EDIT

Sponsor: 28010 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: TRAVERSE CITY AREA PUBLIC SCHOOLS (28010) Claim Month:

ERROR

- Breakfast Firsts Meal Count(1600) exceeds the allowable maximum capacity[1500 = Total Days(10) x Breakfast Capacity(150)]

Site Details Last Modified On:

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL(2801SF006)

Claim meals for this month only. Do not combine months.

1. Claim Month: **JUNE**

2. Number of days:

Enter the number of meal serving days for this month only, then click Save:

3. Enter the Number of Meals Served To Eligible Children

	Firsts	Seconds
a. Breakfast	<input type="text" value="1600"/>	<input type="text" value="0"/>
b. Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Snack	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Supper	<input type="text" value="0"/>	<input type="text" value="0"/>

**** Click Save Button After Entering or Amending Above Data ****

(Saved)

If a site error is not corrected, that site will be listed first on the Site Listing with the word "Error" next to the site name. The claim cannot be certified as long as one or more sites remain in error status.

Uncorrected Errors

Summer Food Service Program Claims System
 Admin Reports Admin Tools User Management Logout

SPONSOR SUMMARY

Sponsor: 28010 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: TRAVERSE CITY AREA PUBLIC SCHOOLS (28010) Claim Month:

Sponsor Details Last Modified On: 2/10/2010 3:41:28 PM

Type: Rural/Self Prep

Claim meals for this month only. Do not combine months.

1. Claim Month: **JUNE**

2. Number of Days:

Enter the number of meal serving days for this month only, then click Save:

**** Click Save Button After Entering or Amending Above Data ****

Site Selection

Site: **SUTTONS BAY ELEM/MIDDLE SCHOOL (2801SF006)** Enter/Edit Hide Site Listing

Site Listing Last Modified On: 2/23/2010 8:54:39 AM

Enter / Edit	Breakfast	Lunch	Snack	Supper
Firsts	1600	0	0	0
Seconds	0	0	0	0

Errors are the result of either entering the claim data incorrectly, or the data conflicts with what was approved on the site application on MEGS+. If the application needs to be amended, and is within the allowable timeframe to do so, go into MEGS+, enter the changes, save them, and submit (certify) the amendment. The changes will be available on the claim if the application amendment is approved and if it is still within the claim deadline period.

Claim deadlines must be adhered to in order to receive payment.

Refer to Page 10 for deadline dates.

Certification

Summer Food Service Program Claims System

Main Menu Admin Reports Admin Tools User Management Log

SPONSOR SUMMARY

Sponsor: 05070 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: MANCELONA PUBLIC SCHOOLS (05070) Claim Month:

Sponsor Details Last Modified On: 2/17/2010 12:54:31 PM

Type: Rural/Self Prep

Claim meals for this month only. Do not combine months.

1. Claim Month: **JUNE**

Enter the number of meal serving days for this month only, then click Save:

2. Number of Days:

Total Number of Meals Served To Eligible Children:		
	Firsts	Seconds
Breakfast	675	21
Lunch	1673	74
Snack	0	0
Supper	0	0

**** Click Save Button After Entering or Amending Above Data ****

After all claim data has been entered or corrected and saved, the claim is ready to be certified. Click "Save" on the Sponsor Summary screen and the "You May Certify Your Claim" button will be displayed. You can click there or return to the Main Menu and click on "Certify" next to the month and status of "Ready to Certify".

Verify Totals and Certify Claim

Summer Food Service Program Claims System

Main Menu Admin Reports Log

CERTIFICATION

Sponsor: 05070 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: MANCELONA PUBLIC SCHOOLS (05070) Claim Month:

Certification

The following data is from the Sponsor Summary Page:

1. Claim Month: **JUNE**

2. Number of Days:

Total Number of Meals Served To Eligible Children:		
	Firsts	Seconds
Breakfast	675	21
Lunch	1673	74
Snack	0	0
Supper	0	0

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

**** Verify all data prior to certifying the claim. To Certify click 'Yes' button below. ****

On the Certification screen, the total of all entered claim data will be displayed from the Sponsor Summary screen. Verify the data and then click the "Yes" button. This will certify the claim and submit it to the Michigan Department of Education.

Important Information About Submitting Claims

Enrolled Sites

Non-camp sponsors that use individual enrollment to document site eligibility must certify that at least 50% of enrolled children at each enrolled site are eligible for free or reduced price meals. This statement is included on the certification screen of the claim form.

Enrolled Sites: This type of site must maintain a list of the enrolled children and have family size and income documentation on file to establish that at least 50% of the enrolled children meet the SFSP free meal standards. Click on the "Help" link on the MEGS+ site screens for additional guidance.

Open Enrolled Sites: This type of site is eligible only if it can document, for each claiming period, that 50% or more of the children participating at the site meet the SFSP free meal family size and income standard. The highest number of meals served for any one meal type during a claiming period will be considered to be the site's "enrollment" for that claiming period.

For example: a sponsor submits a July claim. The site's highest meal count occurred on July 2, when it served 58 breakfasts. For that site to be eligible and claim both breakfast and lunch meals for July, it must have documented that 29 or more children are eligible according to the SFSP free meal family size and income standard.

Since the site's eligibility is based on having correctly approved Applications for free meals for a minimum of 50% of the enrolled children, it is important that the site try to maintain more than 50% of approved applications on file. This protects the site's eligibility should additional non-eligible children enroll during the summer or if some of the approved applications were incorrectly approved. If an enrolled site has correctly approved applications on file for exactly 50% or slightly more than 50% of the enrolled children, the site should continue to collect applications from any additional children participating in the program.

Deadlines for Claim Submission

Claims are due within 10 days after the end of the claim month. If claims are submitted more than 60 days after the end of the month for which you are claiming, reimbursement cannot be guaranteed. A late claim exception request has to be submitted and approved. Such exceptions are granted only in limited situations.

Deadlines for Claim Submission

Month	Due Date	Final Deadline
MAY	June 10th	July 30th
JUNE	July 10th	August 29th
JULY	August 10th	September 29th
AUGUST	September 10th	October 30th
SEPTEMBER	October 10th	November 29 th

Limited Exception Process for Late Claims

This provision allows The Michigan Department of Education to grant approval for one valid monthly claim submitted after the 60-day deadline when the lateness is due to reasons within the sponsor's control.

"One-Time" Exception

A "one-time" late claim exception can only be granted if a sponsor has not had an exception during the previous 36-month period. If more than one late claim that was within your control is submitted in a 3-year period, it will not be paid. The one-time exception request must include a Corrective Action Plan which 1) sufficiently addresses the reason for lateness, 2) details actions taken to avoid any future late claim submission, 3) includes a statement acknowledging that an exception for a late claim submission within your control can be granted only once every 36 months, and 4) is signed by the authorized official for the Summer Food Service Program.

"Outside of Your Control" Exception

In rare circumstances, if a claim is late due to circumstances beyond your control, (i.e. a natural disaster), an exception can be granted outside of the "one-time" exception provision. The following would have to be submitted: 1) a written request for an outside of your control exception, and 2) a detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time. The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. The Michigan Department of Education does not have the authority to process this type of payment. Loss of a staff member within an organization is not an acceptable basis for granting an "outside of your control" exception. Sponsoring organizations are expected to plan for these situations and be able to meet Program obligations.

Claim Amendments

To amend a claim, enter the corrected figures, make sure to click "Save" on each screen that is changed, and re-certify the claim. If a change is made after the final deadline that results in an increase in claim value, a late claim notification letter will be sent to the contact person.

Downward Adjustments

Downward adjustments in reimbursement are not subject to the 60-day deadline. They may be submitted at any time.

Review Adjustments

Adjustments to previously submitted claims (either downward or upward) that are made due to review findings are not subject to the 60-day deadline.

Special Instructions for Camps

Camp Sessions

Do NOT claim by camp session dates. You must claim by calendar month, even if that means claiming part of a camp session on one claim and the remainder of the camp session on another claim.

If you have made an error and need to delete a camp session from the claim, contact our office for assistance.

Second Meals

Camps cannot claim second meals for reimbursement. All sponsors should prepare one meal per child per meal service.

Camp Sponsor Summary

"Sponsor Details"

Summer Food Service Program Claims System
CAMP SPONSOR SUMMARY
 Sponsor: 03SF06500 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: CAMP BEECHPOINT (03SF06500) Claim Month:

Sponsor Details Last Modified On: 2/17/2010 4:33:26 PM

Claim meals for this month only. Do not combine months.

1. Claim Month: **JUNE**

Enter the number of meal serving days for this month only, then click Save:

2. Number of Days:

**** Click Save Button After Entering or Amending Above Data ****

You May Certify Your Claim **Save**

Total Number of Meals Served To Eligible Children:

	Firsts
Breakfast	505
Lunch	337
Snack	0
Supper	404

Site Selection

Site: CAMP BEECHPOINT (03SF06001) Enter/Edit Hide Site Listing

Site Listing Last Modified On: 2/17/2010 4:09:00 PM

Site	Breakfast	Lunch	Snack	Supper
CAMP BEECHPOINT (03SF06001)	505	337	0	404

Enter / Edit

"Site Listing"

1. The month selected on the Main Menu will be displayed.

2. Enter the number of meal serving days.

Under the "Site Listing", click the "Enter/Edit" button for a site and the Camp Site Summary screen will be displayed.

Camp Site Summary

"Session Listing"

Summer Food Service Program Claims System
CAMP SITE SUMMARY
 Sponsor: 41sf03500 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: CAMP BLODGETT (41sf03500) Claim Month:

Session Listing

Session	Beginning date	Ending date	Number of Days Food Served Per Session
*** Enter Each Session For This Site. To enter click on the link below ***			
Enter A Session			

Camp Site Details Last Modified On:

Site: 41SF03501

Calculation of Reimbursable Meals

Meal Type	Total Meals Served to All Children	Meal Allocation Factor	Reimbursable Meals Served
Breakfast		0	0
Lunch		0	0
Snack		0	0
Supper		0	0

**** Click Save Button After Entering or Amending Above Data ****

Save

Camp Session Edit

The Camp Session Edit screen will be displayed.

Summer Food Service Program Claims System
Main Menu | Camp Sponsor Summary | Camp Site Summary | Admin Reports | Admin Tools | User Management | Logout

CAMP SESSION EDIT

Sponsor: 41sf03500 | Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
Name: CAMP BLODGETT (41sf03500) | Claim Month:

Camp Name: Session 1

1. Session Information:
(Note: Beginning and ending dates for a session must be in the same month. If a session spans more than one month, split that session into two sessions and report it by month.)

a. Beginning Date: [Format: mm/dd/yyyy]
b. Ending Date: [Format: mm/dd/yyyy]
c. Total Number of Days Food Served :

2. Number of Children Enrolled

a. Total Children :
b. Needy Children :

3. Average Daily Number of Adults Receiving Meals

a. Program Adults :
b. Nonprogram Adults:

4. Total Meals Served to All Children for This Session:

a. Breakfast:
b. Lunch:
c. Snack:
d. Supper:
e. Total:

5. Total Meals Served to All Adults for This Session:

Enter Total Meals Served between Beginning Date (1a.) and Ending Date (1b.)

**** Click Save Button After Entering or Amending Above Data ****

Save

For **#1a. and b.:** If a session starts in one month and ends in another, the beginning and ending dates must be listed within the month being claimed. For example, a session beginning June 20th and ending July 9th would be listed on the June claim as beginning June 20th and ending June 30th, and on the July claim as beginning July 1st and ending July 9th.

If you are splitting session dates, make sure to split the total meals served for #4 and #5 also.

Enter the first session period and requested data for #1 - #5, then click "Save". Click "Enter A Session" to add all additional sessions for the month for that site.

After entering requested data for #1 - #5 for all sessions for each site, click "Save". Return to the Camp Site Summary screen.

If you need to delete an entire camp session you have entered, please contact our office for assistance.

Camp Site Summary

"Session Listing"

"Camp Site Details"

After entering the session information, return to the Camp Site Summary screen.

The screenshot displays the 'Summer Food Service Program Claims System' interface. At the top, there are navigation links: 'Main Menu', 'Camp Sponsor Summary', 'Admin Reports', 'Admin Tools', 'User Management', and 'Logout'. The main heading is 'CAMP SITE SUMMARY'. Below this, the 'Sponsor' is listed as '03sf06500' and the 'Fiscal Year' is '2007 (October 1, 2006 - September 30, 2007)'. The 'Name' is 'CAMP BEECHPOINT (03sf06500)' and the 'Claim Month' is blank.

The 'Session Listing' table has the following data:

Session	Beginning date	Ending date	Number of Days Food Served Per Session
1	06/11/2007	06/18/2007	8

Below the table, there is a red circle around the number '1' in the 'Session' column. A red asterisk message reads: '*** Enter Each Session For This Site. To enter click on the link below ***'. A blue link labeled 'Enter A Session' is provided.

The 'Camp Site Details' section shows the site name 'CAMP BEECHPOINT(03SF06001)' and a 'Last Modified On' field. Below this is a table titled 'Calculation of Reimbursable Meals':

Meal Type	Total Meals Served to All Children	Meal Allocation Factor	Reimbursable Meals Served
Breakfast	600	0.8419	505
Lunch	400	0.8419	337
Snack	0	0.8419	0
Supper	480	0.8419	404

At the bottom of the screen, there is a red asterisk message: '*** Click Save Button After Entering or Amending Above Data ***'. A 'Save' button is located below this message.

To correct session information, click on the applicable number listed under "Session" (1, 2, etc.) to go back to the Camp Session Edit screen. Make corrections and click "Save".

To delete an entire camp session, please contact our office for assistance.

Calculation of Reimbursable Meals

The total number of meals for all sessions by meal type will automatically be entered under "Calculation of Reimbursable Meals". Meals will be allocated according to eligibility (from camp session information) to determine correct reimbursement. Click "Save" and return to the Camp Sponsor Summary screen.

Please Note:

Camp sponsors can only be reimbursed for meals served to children who are eligible for free or reduced price meals according to the income guidelines for the National School Lunch Program. Camps may claim up to three meals or two meals and one snack to eligible children each day. Therefore, a camp may not claim reimbursement for snacks on days that it claims reimbursement for breakfast, lunch, and supper. Alternately, a camp may not claim reimbursement for a third meal on days that it claims a snack for reimbursement.

Sponsors of camps must maintain the documentation that demonstrates the free or reduced price eligibility of the children they claim reimbursement for and must make it available for review by the State agency.

Camp Sponsor Summary

"Sponsor Details"

Summer Food Service Program Claims System

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CAMP SPONSOR SUMMARY

Sponsor: 03sf06500 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: CAMP BEECHPOINT (03sf06500) Claim Month:

Sponsor Details Last Modified On: 2/17/2010 4:33:26 PM

Claim meals for this month only. Do not combine months.

1. Claim Month: **JUNE**

Enter the number of meal serving days for this month only, then click Save:

2. Number of Days:

Total Number of Meals Served To Eligible Children:

Firsts	
Breakfast	505
Lunch	337
Snack	0
Supper	404

**** Click Save Button After Entering or Amending Above Data ****

Site Selection

Site:

Site Listing Last Modified On: 2/17/2010 4:09:00 PM

	Breakfast	Lunch	Snack	Supper
Enter / Edit				
Firsts	505	337	0	404

Review data to make sure it is complete and correct. Click on the "You May Certify Your Claim" button or return to the Main Menu and click on the "Certify" link to the right of the claim month.

Certification

Summer Food Service Program Claims System

Main Menu Admin Reports Log

CERTIFICATION

Sponsor: 03sf06500 Fiscal Year: 2007 (October 1, 2006 - September 30, 2007)
 Name: CAMP BEECHPOINT (03sf06500) Claim Month:

Certification

The following data is from the Sponsor Summary Page:

1. Claim Month: **JUNE**

2. Number of Days:

Total Number of Meals Served To Eligible Children:

Firsts	
Breakfast	505
Lunch	337
Snack	0
Supper	404

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

**** Verify all data prior to certifying the claim. To Certify click 'Yes' button below. ****

A summary of the claim data will be displayed. After verifying the data, **click on the "Yes" button**. The claim will be certified and submitted to the Michigan Department of Education.

2012 SUMMER FOOD SERVICE PROGRAM MEAL REIMBURSEMENT RATES

Effective January 1, 2012 – December 31, 2012

Meal Type	Operating Rates All Sites	Site Type	Administrative Rates	Total Reimbursement
Breakfast	\$1.76	Rural or Self- Prep	\$.1750	\$1.9350
		Other	\$.1375	\$1.8975
Lunch or Supper	\$3.06	Rural or Self- Prep	\$.3200	\$3.3800
		Other	\$.2650	\$3.3250
Snack	\$.71	Rural or Self- Prep	\$.0875	\$0.7975
		Other	\$.0700	\$0.7800

Operating and Administrative Reimbursement

Reimbursement is based on the number of meals served multiplied by the sum of administrative and operational rates. Sponsors must maintain complete records to document all costs and meals claimed for reimbursement.

Operating reimbursement rates are the same for all sponsors. Administrative reimbursement rates are higher for sponsors of sites located in rural areas and for self-preparation sponsors that prepare their own meals, either at the SFSP site or at a central facility, instead of purchasing from vendors. Reimbursement may be combined from both sources to pay for any allowable cost, whether operating or administrative.

Any reimbursement that exceeds a sponsor's expenditures must be used to benefit SFSP services to children. If funds remain at the end of the Program year, they should be used as start-up funds or to improve SFSP services the following year. Sponsors may not transfer excess funds to nonprogram operations or increase salary or fringe benefits if the sole purpose is to reduce the food service program balance. If the sponsor will not be participating in SFSP the next year, funds may be used towards other child nutrition programs. If the sponsor does not provide any other programs, the State will collect the excess funds.

Advance Payments

Advances are reconciled when claims are submitted. Any advance amounts exceeding claim values will be due back to MDE. For school districts and other agencies receiving grant payments through the MDE Cash Management System (CMS), the overpayments will be automatically deducted from any grant payments paid through CMS. This includes payments from other programs such as the Child and Adult Care Food Program (CACFP) and the Commodity Supplemental Food Program (CSFP). It is essential to maintain detailed financial records in order to properly reconcile SFSP advances and claim payments.

Costs - Allowable & Unallowable

IMPORTANT: Although not required to be reported on the claim form, all program related cost records must be maintained and available for audit or review. Cost documentation must support your claim for reimbursement.

Allowable Operating Costs

Operating costs are expenses incurred when preparing, delivering and serving meals for the SFSP. These costs include, but are not limited to:

- **Food** - purchasing, obtaining and storing
- **Non-food supplies** - involved in preparation, serving and clean-up only
- **Labor** - preparing meals, preparing menus, purchasing, ordering, delivering, and serving food, taking on-site meal counts, cleaning-up, completing the meal production records, and supervising children during the meal service
- **Facilities** - rental of food service facilities and equipment, utilities, repairs of kitchen equipment only during the period of SFSP operation
- **Trash disposal**
- **Transportation** of food
- **Transportation** of children - rural only
- See *Administrative Guidance for Sponsors* for additional guidance and examples of allowable operating costs.

Camp sponsors must remember that they can only allocate a **portion** of their operating costs to the SFSP. Only the cost of meals served to children **eligible for free or reduced-price meals and Program adults are allowable**; the cost of meals served to others is considered unallowable. For each reporting period, camp sponsors need to allocate their operating costs based on eligibility. This does NOT apply to Program administrative costs.

Operating costs also include the cost of producing meals served to program adults who are performing meal service labor. If the sponsor chooses to serve meals to adults, the following rules must be observed:

- * If the number of meals is limited, **all children must be fed first.**
- * Meals served to children, program adults, and non-program adults must be counted and recorded separately on the daily meal count form.
- * A decision to serve meals to adults may require additional site staff to maintain program safety and integrity.

Allowable Administrative Costs

Administrative costs are expenses incurred when planning, organizing, and managing the program. These costs include, but are not limited to:

- **Labor** - administrative, clerical, monitoring, bookkeeping
- **Establishing the eligibility** of children meeting the SFSP free meal family size and income guidelines
- **Facilities** - rental of office space, equipment and vehicles
- **Use allowance** - for office equipment
- **Office supplies**
- **Vehicle allowance** - mileage, parking expense
- **Communications** - telephone, postage, advertising
- **Insurance** and indemnification
- **Audits** - organization must receive more than \$300,000 in Federal funds in order for this expense to be allowable
- See *Administrative Guidance for Sponsors* for additional guidance and examples of allowable administrative costs.

You should be allocating only that portion of the administrative cost incurred that benefits the SFSP. If equipment or services were purchased for the sole use of the SFSP, then 100% of that cost would be allocated to the SFSP. Prorate any administrative costs that are not 100% due to the SFSP. For example, you might have an activities program or camp program and spend \$500 on office utilities. However, only 20% of the time spent on administrative work is related to the SFSP. The other 80% is spent on administrative work related to the activity or camp program. Therefore, only 20% of the utility bill (\$100) is considered to be SFSP expense.

Unallowable Costs

Examples of **Unallowable** costs include, but are not limited to:

- **Cost to purchase food** (including coffee, etc.) **for use outside the SFSP**
- **Cost of meals served to administrative adult personnel**, or any other non-program adults
- **More than one meal per meal service provided to a Program adult**
- **Meals served in violation of Program regulations** - meals served outside approved serving times, meals or components consumed off-site or the cost of meals disallowed based on a USDA review
- **Interest** on loans, bond discounts, costs of financing and refinancing operations, including legal and professional fees in connection therewith
- **Entertainment** - costs of amusements, social activities, and incidental related costs such as costs incurred on field trips for meals, beverages, lodging, rentals, transportation, gratuities, etc
- **Donated labor** - the value of volunteer labor or labor funded through other Federal, State, or local government programs
- **Costs of spoiled or damaged meals**
- **Repayment of overclaims** and other Federal debts
- **Contributions to a contingency reserve** or any similar provision for unforeseen events
- **Fines or penalties** resulting from violations of, or failure to comply with Federal, State, or local laws or regulations
- **Bad debts** which are losses arising from uncollectible accounts and other claims and related costs
- **Capital expenditures** including nonexpendable equipment
- **Fund raising expenses** - financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- **Rental or leasing costs** for buildings, facilities, or equipment if the rental agreement includes option-to-purchase, or for periods beyond the close-out date for Program operations
- **Costs of purchasing land**, acquiring or constructing buildings, or making alterations to existing buildings, or any charges for the use of land or buildings
- **Repairs which materially increase the value or useful life of capital assets** (rebuilding of equipment worth \$500 or more). Improvements to facilities when those improvements are of a permanent nature or when the benefits derived from those improvements exceed the duration of Program operations
- **Depreciation or use allowance** for publicly owned buildings and improvements
- **Rental or leasing costs** may not be charged to the Program for buildings, food service equipment, or vehicles owned by the sponsor
- **Rental or leasing fees** may not be charged to the Program **if fees exceed those normally charged** in the sponsor's locality for comparable buildings, food service equipment, and vehicles
- For vended sponsors:
 - ◇ **the cost of meals delivered by an FSMC to a non-approved site**
 - ◇ **meals served in excess of the approved CAP**
 - ◇ **spoiled or unwholesome meals** or
 - ◇ **meals which do not meet meal requirements or quality standards.**

ALLOWABLE SUMMER FOOD SERVICE PROGRAM COSTS AND REQUIRED DCUMENTATION

OPERATING COSTS		ADMINISTRATIVE COSTS	
Cost	Documentation	Cost	Documentation
<p>Food:</p> <ul style="list-style-type: none"> -Purchases -Costs associated with getting food -Storing charges <p>Labor:</p> <ul style="list-style-type: none"> -Preparing menus -Purchasing/ordering food -Delivering food -Completing the meal production records -Taking the meal count during the meal service -Supervising/assisting children during the meal service -Clean up after the meal service -Supervising food service operations at the site or kitchen level, including the direct supervision of food service staff. -Processing, transporting, storing and handling food and supplies and transporting equipment, food and supplies. <p>Other Costs:</p> <ul style="list-style-type: none"> -Non-food items (napkins, kitchen cleaning supplies, etc.) -Utilities for food service -Rental of facilities, equipment, vehicles -Transporting children (rural sites only) -Transporting food -Repairs of kitchen equipment 	<p>Food:</p> <ul style="list-style-type: none"> -Invoices -Grocery tapes -Delivery receipts -Canceled checks -Receiving reports -Refunds and discounts -Starting and ending inventories <p>Labor:</p> <ul style="list-style-type: none"> -Time and attendance documents -Payroll records including benefits <p>Other Costs:</p> <ul style="list-style-type: none"> -Invoices -Grocery tapes -Delivery receipts -Canceled checks -Documented method of proration if cost needs to be shared with other programs -Mileage records -Gas receipts -Basis for mileage charges 	<p>Labor:</p> <ul style="list-style-type: none"> -Completing the sponsor application -Attending sponsor training -Conducting your own training for site and sponsor personnel -Conducting pre-operational and first week visits -Conducting site reviews -Reviewing family size and income forms or school applications (enrolled sites and camps) -Consolidating meal counts for more than one site -Paying food program bills -Payroll activity of summer food staff -Clerical activity -Completing claims for reimbursement -Your time working with USDA when a review is conducted and time spent responding to the review <p>Office Costs:</p> <ul style="list-style-type: none"> -Telephone -Postage -Printing -Rent (if special Summer Office needed and special space is rented) -Utilities used for administrative staff <p>Transportation Costs:</p> <ul style="list-style-type: none"> -Travel to training -Monitoring sites 	<p>Labor:</p> <ul style="list-style-type: none"> -Time sheets showing name, activity, and amount of time spent <p>Office Costs:</p> <ul style="list-style-type: none"> -Bills -Receipts -Canceled checks -Documented method of proration if cost needs to be shared with other programs -Rental agreement <p>Transportation Costs:</p> <ul style="list-style-type: none"> -Mileage records -Gas receipts -Basis for mileage charges

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