STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #42

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: September 14, 2015

SUBJECT: Transitioning the Child and Adult Care Food Program (CACFP) Claim System to the Michigan Nutrition Data (MiND) System

The Michigan Department of Education (MDE) will be integrating the CACFP claims system into the new MiND system effective on or around September 17, 2015. The overall process to submit CACFP claim data, however, will remain the same after the transition.

An instruction guide on how to submit CACFP program claims is attached to this memorandum to assist you with the transition to the new MiND system. The claim system instruction guide provides instructions on how to access and navigate the MiND system with helpful screen shots of the new system. The current reimbursement rates and the current claim submission deadlines have also been included for your reference.

Please note: Do not combine two or more months into one claim. Submit each month's claim separately and certify each claim once data entry is complete. The claim can be certified on the Sponsor Summary page or the Main Menu page.

For questions regarding this memorandum, contact the CACFP office at (517) 373-7391.

Attachments: MiND Claim System Instructions
July 1, 2015 – June 30, 2016 Reimbursement Rates
Claims Submission Deadlines

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Michigan Department of Education
Office of School Support Service
Child and Adult Care Food Program

Reimbursement Rates
July 1, 2015 – June 30, 2016

Child Care Centers

CATEGORY	BREAKFAST	LUNCH/SUPPER	SNACK
Category A (Free)	$1.66	$3.07	$. 84
Category B (Reduced)	$1.36	$2.67	$ .42
Category C (Paid)	$ .29	$ .29	$ .07

An additional $.2375 cash-in-lieu of commodities is paid for each lunch and supper served

FAMILY DAY CARE HOMES			**FAMILY DAY CARE HOME SPONSORS**	
	Tier 1	Tier 2	0-50 Homes	$111 per Home
Breakfast	$1.32	$0.48	51-200 Homes	$ 85 per Home
Lunch/Supper	$2.48	$1.50	201-1,000 Homes	$ 66 per Home
Snack	$0.74	$0.20	Each Home over 1,000	$ 58 per Home

60-Day Deadline and Late Claim Exceptions – Fiscal Year 2016

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) at the link to MiND web site.

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2015	November 10, 2015	December 30, 2015
November 2015	December 10, 2015	January 29, 2016
December 2015	January 10, 2016	March 1, 2016
January 2016	February 10, 2016	April 1, 2016
February 2016	March 10, 2016	April 29, 2016
March 2016	April 10, 2016	May 30, 2016
April 2016	May 10, 2016	June 29, 2016
May 2016	June 10, 2016	July 30, 2016
June 2016	July 10, 2016	August 29, 2016
July 2016	August 10, 2016	September 29, 2016
August 2016	September 10, 2016	October 30, 2016
September 2016	October 10, 2016	November 29, 2016

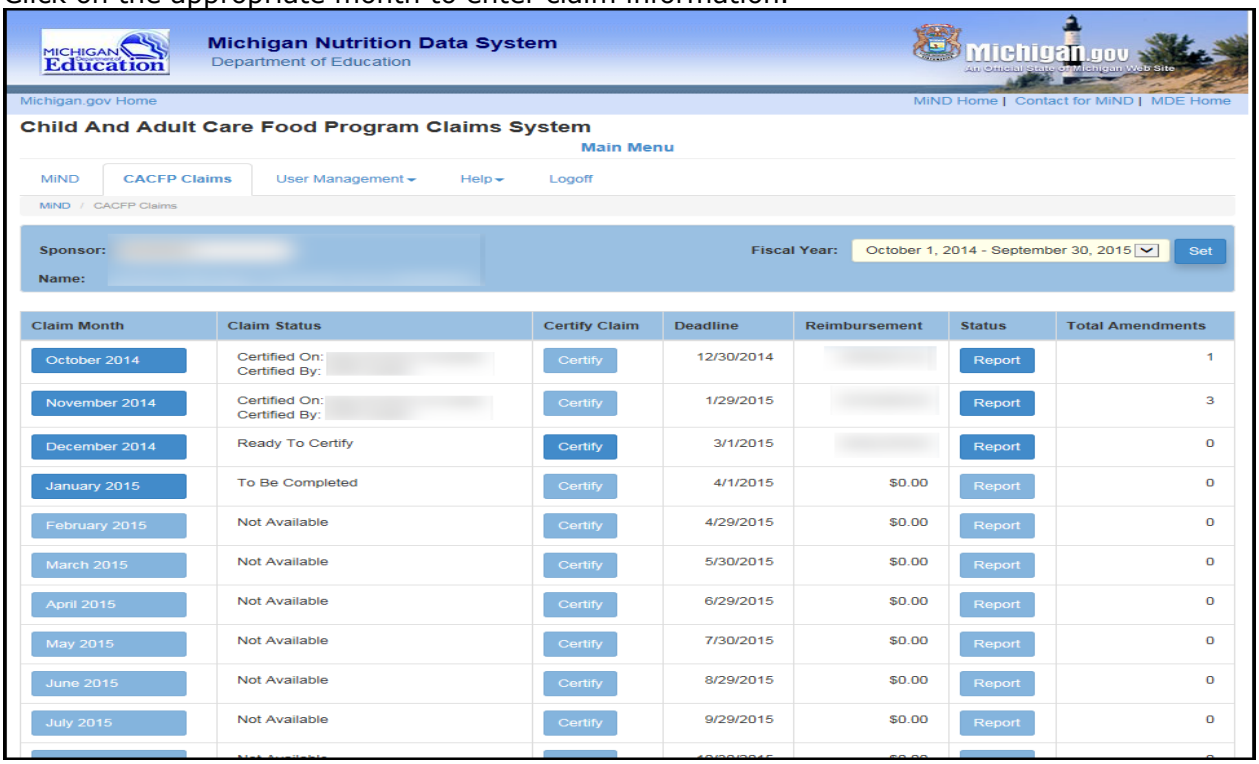
Child and Adult Care Food Program (CACFP)
Claim System Instructions

SNP CLAIM SYSTEM ACCESS:
Michigan Education Information System Home Page
Child Nutrition Programs (CNP)
Claim and Payment Systems: MiND Michigan Nutrition Data System

MiND LOGIN SCREEN:
Enter your MEIS Login and Password and click **Login**.

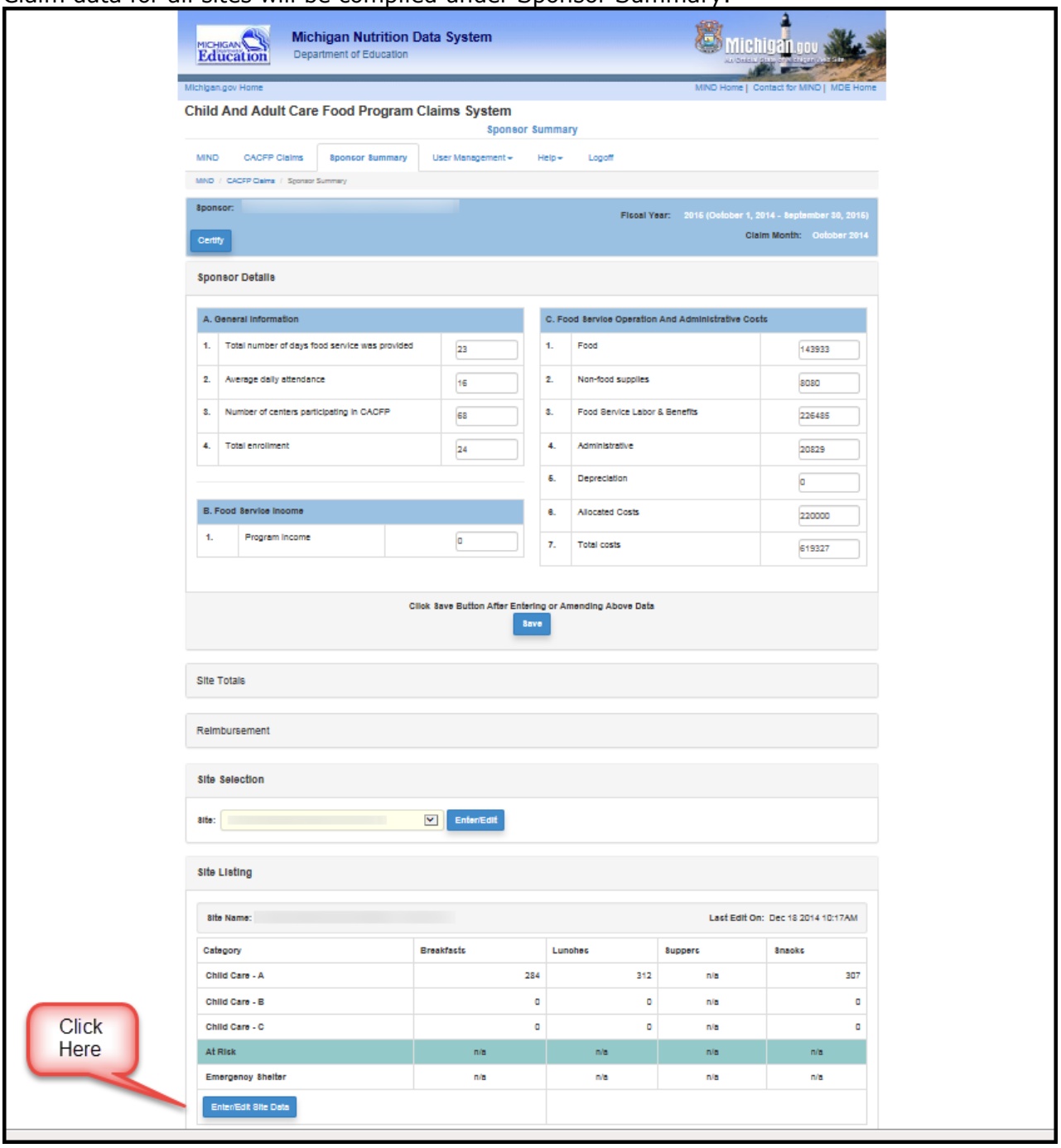
MiND HOME PAGE:
Click on: Child and Adult Care Food Program (CACFP) Claims.

MAIN MENU (CACFP Claims Tab):
Click on the appropriate month to enter claim information.



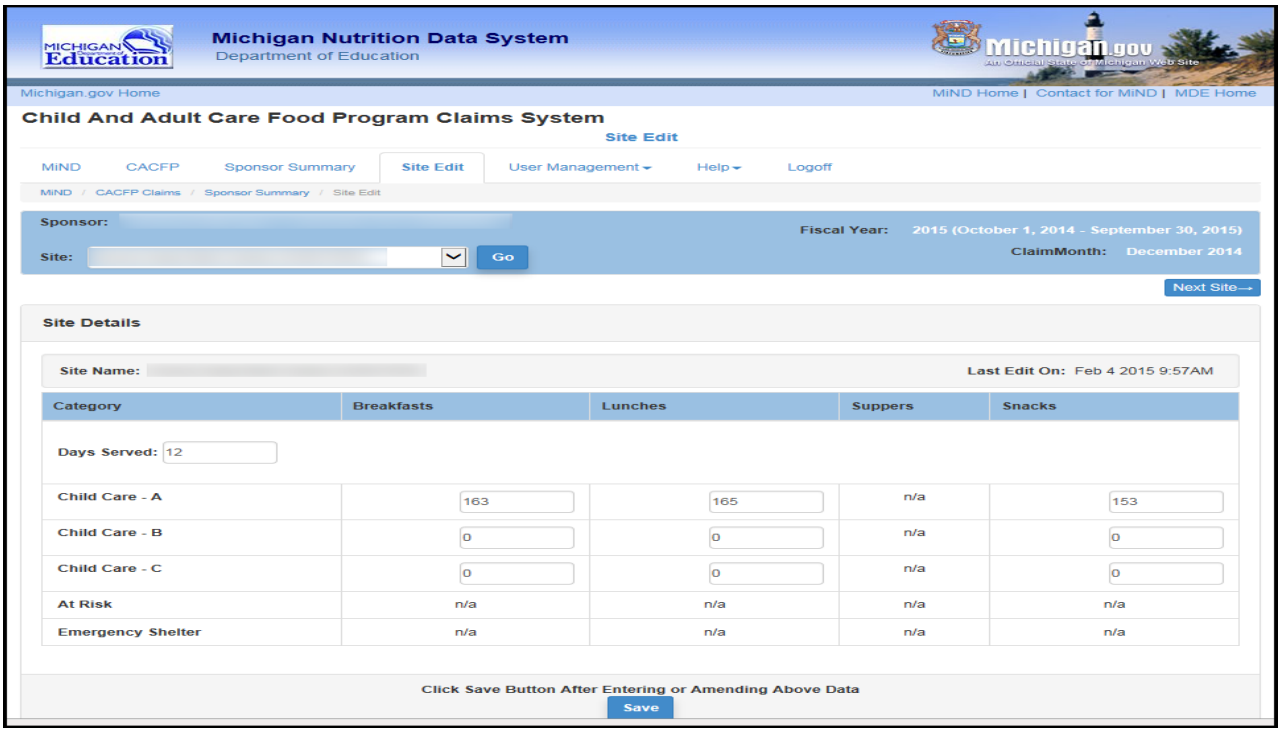
Claim Month	Claim Status	Certify Claim	Deadline	Reimbursement	Status	Total Amendments
October 2014	Certified On: Certified By:	Certify	12/30/2014		Report	1
November 2014	Certified On: Certified By:	Certify	1/29/2015		Report	3
December 2014	Ready To Certify	Certify	3/1/2015		Report	0
January 2015	To Be Completed	Certify	4/1/2015	$0.00	Report	0
February 2015	Not Available	Certify	4/29/2015	$0.00	Report	0
March 2015	Not Available	Certify	5/30/2015	$0.00	Report	0
April 2015	Not Available	Certify	6/29/2015	$0.00	Report	0
May 2015	Not Available	Certify	7/30/2015	$0.00	Report	0
June 2015	Not Available	Certify	8/29/2015	$0.00	Report	0
July 2015	Not Available	Certify	9/29/2015	$0.00	Report	0

SPONSOR SUMMARY AND SITE SELECTION (Sponsor Summary Tab):
Click on Enter/Edit Site Data for first site.
Claim data for all sites will be compiled under Sponsor Summary.



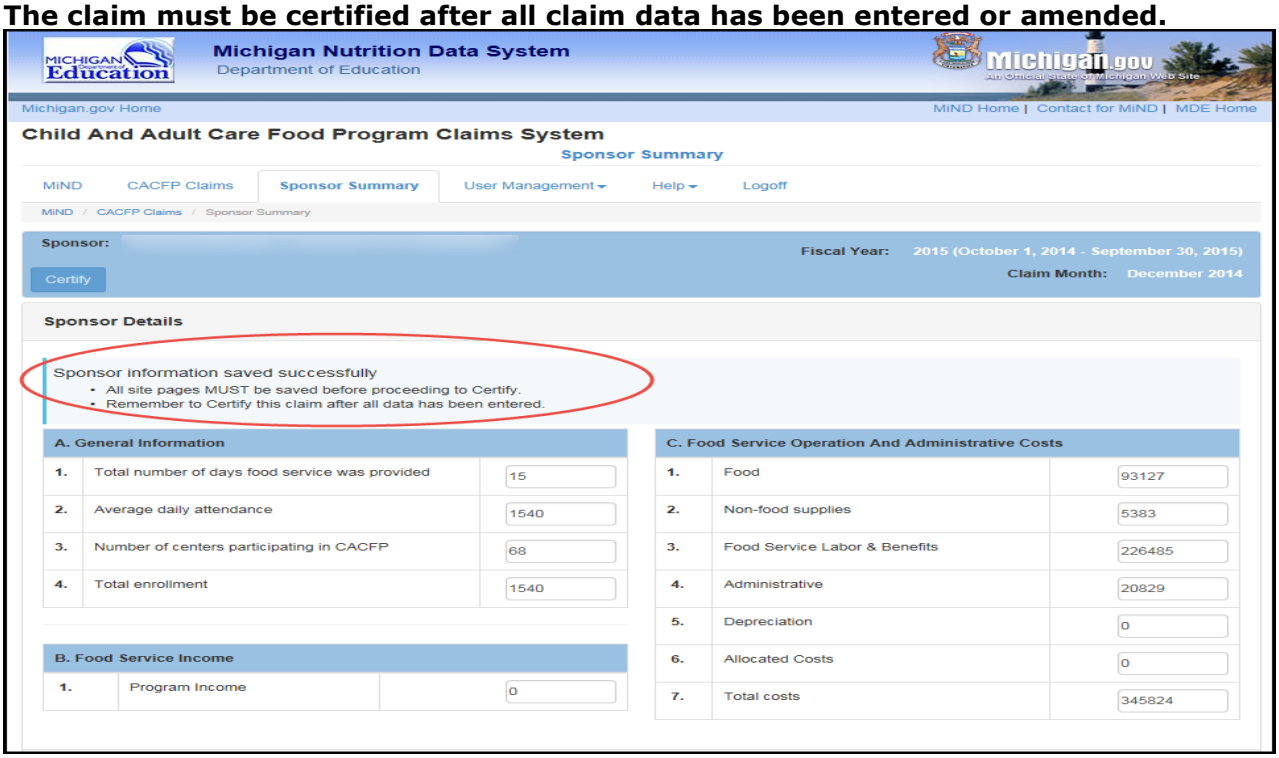
SITE EDIT (Site Edit Tab):
Click **Save** after entering or amending claim data.

Multi-site sponsors can either click **Next Site** to move to the next building or return to the Site Listing and click **Enter/Edit Site Data** for each site.



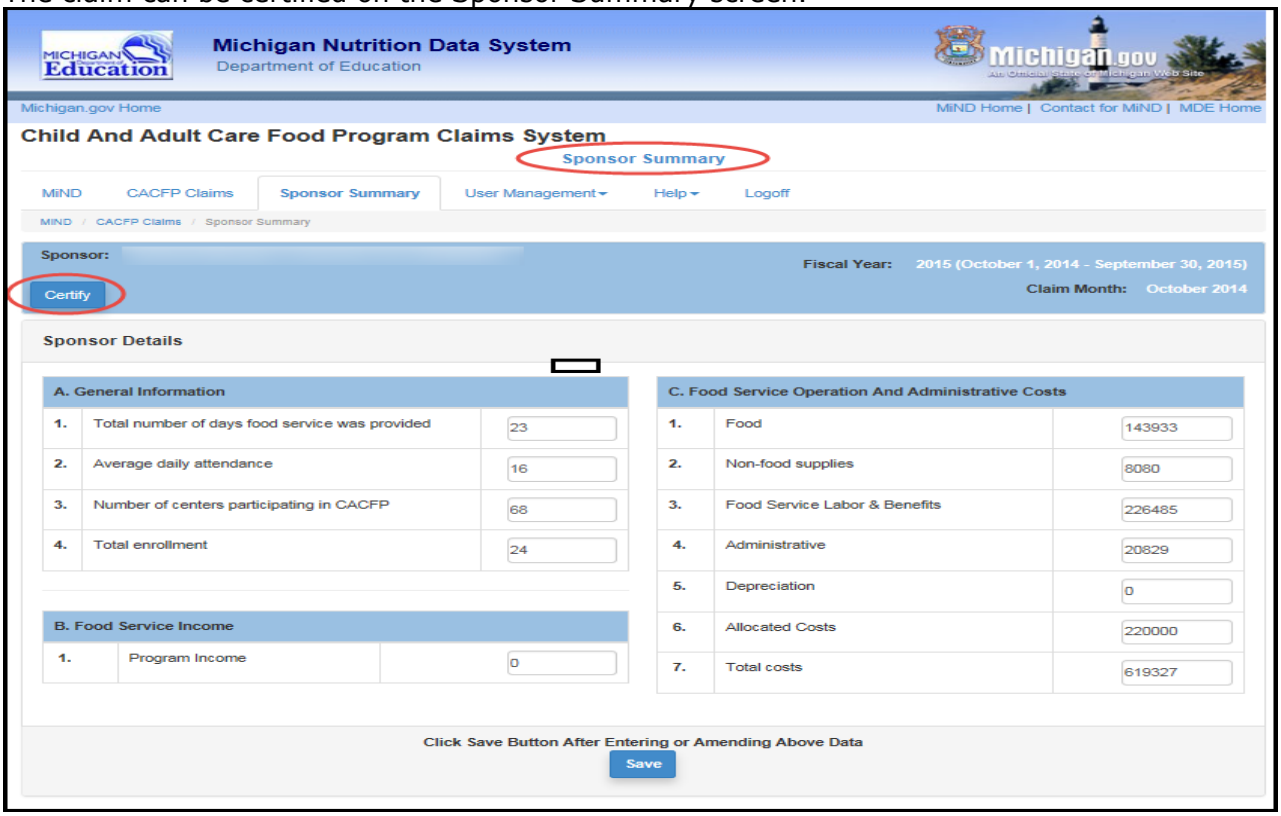
Errors will be displayed under the site name. All errors must be corrected in order to certify the claim. If there are no errors, "Site information saved successfully" will be displayed.

The claim must be certified after all claim data has been entered or amended.



CERTIFY ON SPONSOR SUMMARY OR MAIN MENU:
Certify the claim after all data has been entered and saved.
If the original claim is amended, it must be re-certified.

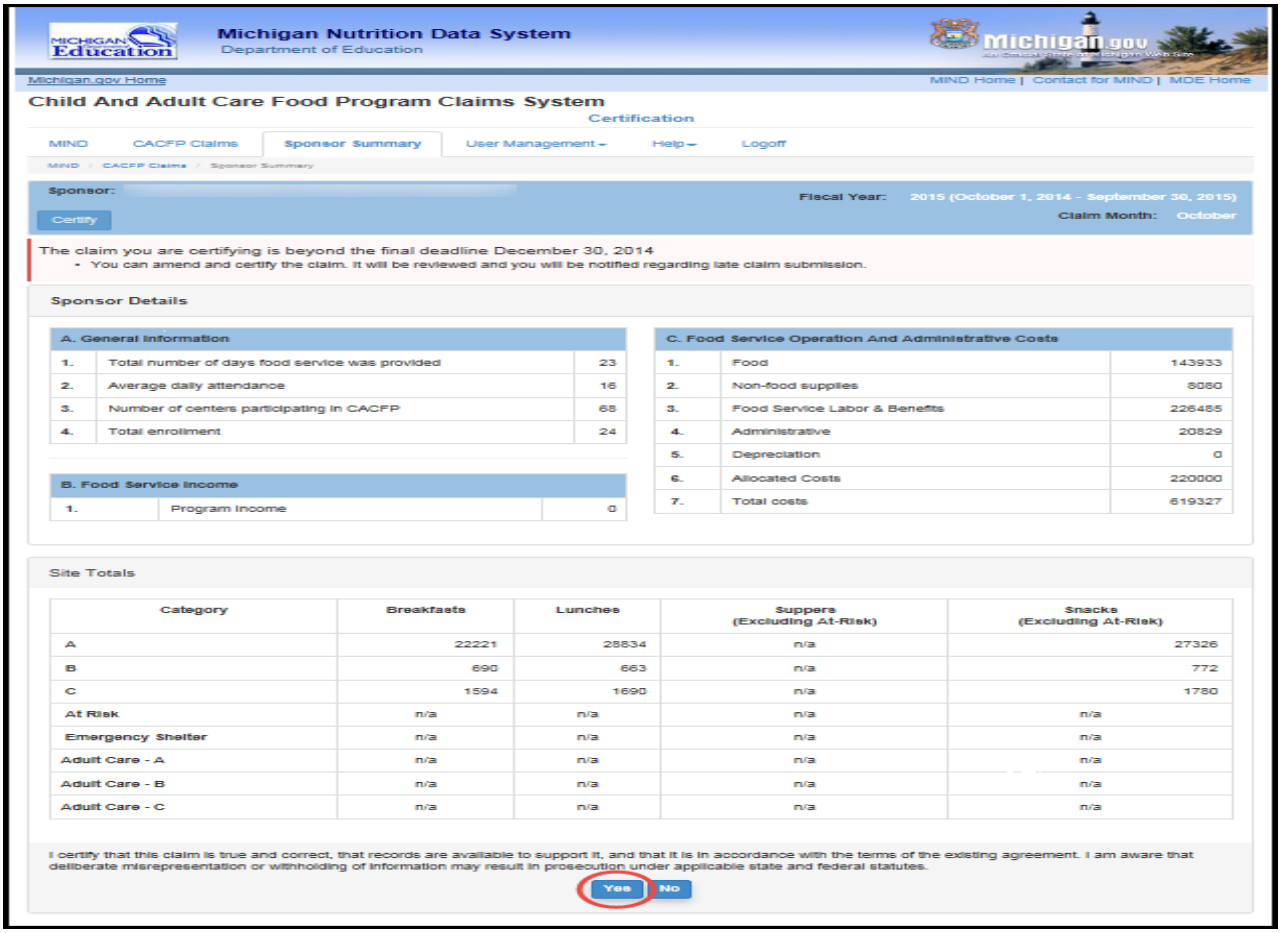
The claim can be certified on the Sponsor Summary screen.



The claim can also be certified on the Main Menu.

CERTIFICATION:

Verify the data then click **YES** to certify that the claim is true and correct.



MAIN MENU (CACFP Claims Tab):
The date/time the claim was certified and amount of reimbursement can be viewed.
Click on the **Report** button to view the Status Report for the claim.