

CLAIM INSTRUCTIONS FOR THE 2017 SUMMER CAMP SPECIAL MILK PROGRAM

Information Needed Before Submitting the Claim

1. Record the amount of milk served to eligible children on the Special Milk Worksheet.
2. Milk served to children under the age of 19 years can be claimed.
 - Milk served to children participating in the Summer Food Service Program *cannot* be claimed.
 - Milk served to adults *cannot* be claimed.
3. Multi-site sponsors *must* report the milk totals separately for each site.
 - ***Do not combine months/reporting periods on the claim.***
4. Maintain records of milk served to eligible children for 3 years including the current year.

Note: The **Special Milk Worksheet** is located in the **Summer Camp Special Milk Application** in the **Forms section** under **Other Information**

How to Submit the Claim for Reimbursement

To access the SCSM claim form:

- Go to the Michigan Education Information System (MEIS): www.michigan.gov/meis
- Scroll down to *Child Nutrition Programs (CNP)*.
- Under *Claim and Payment Systems* click on: **MiND Michigan Nutrition Data System.**

Child Nutrition Programs (CNP)

- Child Nutrition Program Security Agreement 
- Claim and Payment Systems
 - **MiND Michigan Nutrition Data System** 
- MAIN-How to Receive Payments from the State of Michigan 
- Program Applications
 - Michigan Electronic Grants System Plus (MEGS+)

MiND LOGIN SCREEN:



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 Office of School Support Service (OSSS), Michigan Department of Education (MDE) to integrate several subsystems supporting the Child Nutrition Programs offered by the United States Department of Agriculture (USDA).

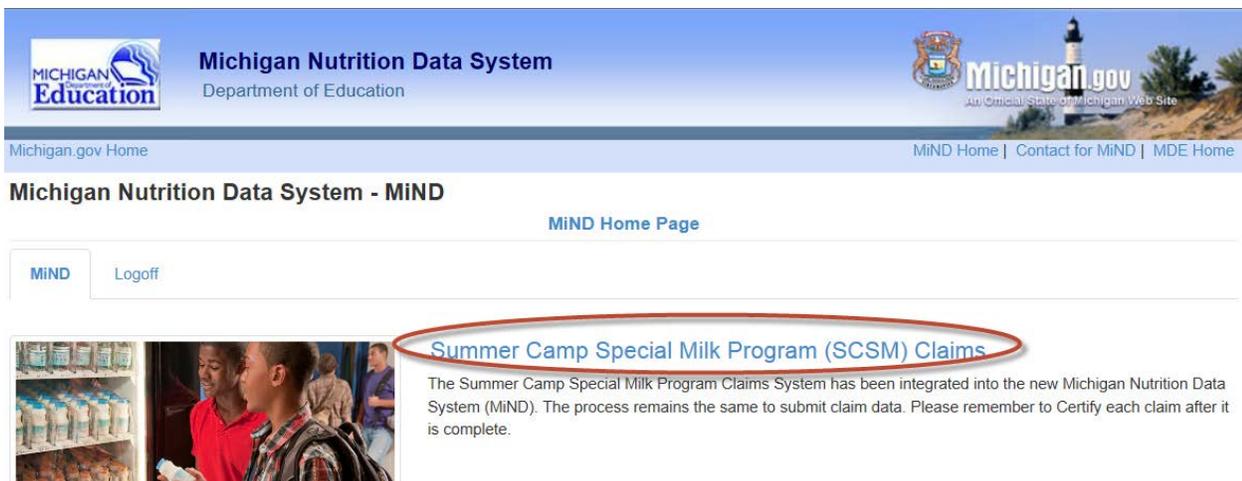


- **The Claims and Reimbursement Systems:**
 - School Meals Program
 - Child and Adult Care Food Program
 - Summer Camp Special Milk Program
 - Summer Food Service Program
- **The Allocation and Payment Systems:**
 - Fresh Fruit and Vegetable Program
 - The Emergency Food Assistance Program
 - Commodity Supplemental Food Program
- **Application Processing System:**
 - Community Eligibility Provision
- **Annual Report Collection Systems:**
 - School Lunch Year-end data
 - School Food Authority - Verification Collection

[Forgot Login/Password?](#)

- Enter your MEIS Login and Password and click **Login**.
- The MiND Home Page will be displayed.

MiND HOME PAGE:



Michigan Nutrition Data System
Department of Education

Michigan.gov Home MiND Home | Contact for MiND | MDE Home

Michigan Nutrition Data System - MiND

[MiND Home Page](#)

[MiND](#) [Logoff](#)



Summer Camp Special Milk Program (SCSM) Claims

The Summer Camp Special Milk Program Claims System has been integrated into the new Michigan Nutrition Data System (MiND). The process remains the same to submit claim data. Please remember to Certify each claim after it is complete.

- Click on: **Summer Camp Special Milk Program (SCSM) Claims**

MAIN MENU (SCSM Claims Tab):



Michigan Nutrition Data System
Department of Education

MiND Home | Contact for MiND | MDE Home

Summer Camp Special Milk Program

Main Menu

MiND **SCSM Claims** Help ▾ Logoff

MiND / SCSM Claims

Sponsor: Fiscal Year:

Name:

Claims for the month of June will be created on or after **6/8/2014**

| Claim Month | Claim Status | Certify Claim | Reimbursement | Status | Total Amendments |
|---|-----------------|--|---------------|---------------------------------------|------------------|
| <input type="button" value="June - 2014"/> | To Be Completed | <input type="button" value="Certify"/> | \$0.00 | <input type="button" value="Report"/> | 0 |
| <input type="button" value="July - 2014"/> | Not Available | <input type="button" value="Certify"/> | \$0.00 | <input type="button" value="Report"/> | 0 |
| <input type="button" value="August - 2014"/> | Not Available | <input type="button" value="Certify"/> | \$0.00 | <input type="button" value="Report"/> | 0 |
| Total Claim Reimbursement Year To Date | | | \$0.00 | | |

- The Main Menu will be displayed.
- Click on the appropriate month to enter claim information.
- The *Site Edit* screen will be displayed.

SITE EDIT:

x

Site Edit

Sponsor:

Site:

| Claim Month | A.Total Half Pints Served | B. Number of Days Milk Served |
|-------------|---------------------------|-------------------------------|
| June | 1500 | 15 |

Click "Save" button after entering or amending above data

Save
Close

- A. Enter the total number of half pints of milk served in the month.
- B. Enter the number of days milk was served in the month.
- Click the **Save** button after entering or amending the data.
- Click the **Close** button to return to the Main Menu (SCSM Claims tab).

Multi-site sponsors should click **Next Site** on the *Site Edit* screen or **Enter/Edit Site** button on the *Site Listing* for each site.

MAIN MENU (SCSM Claims Tab):

Main Menu

MiND
SCSM Claims
Help ▾
Logoff

MiND / SCSM Claims

Sponsor: Select

Name:

Fiscal Year: October 1, 2013 - September 30, 2014 ▾ Set

Create Available Claims

Claims for the month of June will be created on or after 6/8/2014

| Claim Month | Claim Status | Certify Claim | Reimbursement | Status | Total Amendments |
|---|------------------|---|---------------|---|------------------|
| June - 2014 | Ready To Certify | Certify | \$0.00 | Report | 0 |
| July - 2014 | Not Available | Certify | \$0.00 | Report | 0 |
| August - 2014 | Not Available | Certify | \$0.00 | Report | 0 |
| Total Claim Reimbursement Year To Date | | | \$0.00 | | |

- The claim is now ready to be certified. Click the **Certify** button on the Main Menu.
- Remember to certify the claim after all data has been entered and saved.
- If you are amending the original claim, it must be recertified.

CERTIFICATION:

Summer Camp Special Milk Program

Certification

MiND SCSM Claims **Certification** Help ▾ Logoff

MiND / SCSM Claims / Certification

Sponsor: [Redacted] **Fiscal Year:** 2014 (October 1, 2013 - September 30, 2014)
ClaimMonth: June - 2014

Claim Totals

Verify that total is correct, then click the "Yes" button on the bottom of this page. If incorrect, return to Site Edit screen and enter correct number of half pints served.

| | Total Half Pints Served in June - 2014 | Number of Site(s) |
|---------------------|--|-------------------|
| Special Milk | 1,500 | 1 |

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.

Yes **No**

- After clicking **Certify** on the Main Menu, the *Certification* screen will be displayed.
- Verify the data then click the **YES** button to certify that the claim is true and correct.
- The Main Menu will be displayed.

MAIN MENU (SCSM Claims Tab):

Summer Camp Special Milk Program

Main Menu

MiND **SCSM Claims** [Redacted] Help ▾ Logoff

MiND / SCSM Claims

Sponsor: 82sc11500 **Select** **Fiscal Year:** October 1, 2013 - September 30, 2014 ▾ **Set**

Name: [Redacted]

Claims for the month of June will be created on or after 6/8/2014

| Claim Month | Claim Status | Certify Claim | Reimbursement | Status | Total Amendments |
|---|---|----------------|---------------|---------------|------------------|
| June - 2014 | Certified On: Jun 16 2014 3:35PM Certified By: MiND Level5 | Certify | \$303.75 | Report | 0 |
| July - 2014 | Not Available | Certify | \$0.00 | Report | 0 |
| August - 2014 | Not Available | Certify | \$0.00 | Report | 0 |
| Total Claim Reimbursement Year To Date | | | \$303.75 | | |

- The date/time the claim was certified and amount of reimbursement can be viewed.
- Click on the **Report** button to see a recap of the claim and any amendments.