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

SNP CLAIM SYSTEM ACCESS:

<u>Michigan Education Information System Home Page</u> Child Nutrition Programs (CNP) Claim and Payment Systems: MiND Michigan Nutrition Data System

Child Nutrition Programs (CNP)

Child Nutrition Program Security Agreement T

Program Applications

- Michigan Electronic Grants System Plus (MEGS+)
- <u>Child Nutrition Application Program (CNAP)</u>
- Claim and Payment Systems

MiND Michigan Nutrition Data System

- School Nutrition Programs Claims
- Summer Camp Special Milk Program (SCSM) Claims
- Summer Food Service Program (SFSP) Claims
- Fresh Fruit and Vegetable Program (FFVP) Claims
- Commodity Supplemental Food Assistance Program (CSFP) Payments
- The Emergency Food Assistance Program (TEFAP) Payments
- Community Eligibility Provision (CEP) Application
- School Food Authority Verification Collection Report (SFA-VCR)
- School Lunch Year End Report (SLYER)

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.

	Michigan Nutrition Department of Education	Data System	Contract State of Manager Viewske	
Michigan.gov Home			MiND Home Contact for MiND MDE	Home
Michigan Nutriti	on Data System - Mi	ND		
		MiND Home Page		
MiND Logoff				
	Click Here	School Nutrition Program (SNP) Claims The School Nutrition Program Claims System has been integrated (MiND). The process remains the same to submit claim data. Pleas months, submit each month separately and remember to Certify ea The average daily attendance factor is 93.8%. This factor accounts attendance. If meal counts claimed exceed this percentage, the "Ju Child and Adult Care Ecod Program (CACEE	into the new Michigan Nutrition Data Syste e remember: Do not combine any claim ich claim after it is complete. if or the difference between enrollment and istification for Exceeding the Attendance	m 🔨
		Child and Adult Care Food Program (CACFF) Claims	

MAIN MENU (CACFP Claims Tab):

Click on the appropriate month to enter claim information.

	Michigan Nutrition Data S Department of Education	ystem		8		and chigan Web Site
Michigan.gov Home				MiN	D Home Cont	act for MiND MDE Home
Child And Adult	Care Food Program Claim	s System				
		Main Mer	nu			
MiND CACFP Clai	ims User Management - Help	l → Logoff				
MIND / CACFP Claims						
						_
Sponsor:			Fiscal	Year: October 1,	2014 - Septemb	oer 30, 2015 🗸 Set
Name:						
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
			40/20/2045	50.00		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.

M	Michigan Nutrition Data System							
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Michig	gan.gov Home			MIND Home Co	ntact for MIND MDE Home			
Chi	ild And Adult Care Food Progra	am Claims System	immary					
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M	IND CACHP Claims spondor summi	ary User Management + F	ielp+ Logon					
	ND 7 CACHP Claims 7 sponsor summary							
8p	poneor:		Ficoal Y	sar: 2015 (Ootober 1, 20	14 - 8eptember 30, 2016)			
C	ertify			Clair	n Month: October 2014			
sp	poneor Detalle							
A	A. General Information		C. Food Service Operation	And Administrative Cost	5			
1	1. Total number of days food service was prov	ided 23	1. Food		143933			
2	 Average daily attendance 	16	2. Non-food supplies		8080			
3	8. Number of centers participating in CACFP	68	 Food Service Labor 	& Benefits	226485			
4	4. Total enrollment	24	4. Administrative		20829			
			 Depreciation 		٥			
E	B. Food Service Income		e. Allocated Costs		220000			
,	1. Program income	٥	7. Total costs		619327			
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		Click save Button After Enterna	or Amending Above Data					
si	ite Totais							
Re	elmbursement							
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	Site Name:			Last Edit On:	Dec 18 2014 10:17AM			
c	Catagory Breakfasts Lunches Suppers Snaoks							
	Child Care - A	284	312	n/a	307			
	Child Care - B			D/a				
	Child Care - C		0	D/a				
	At Risk		p/a	pin	n/a			
	Emergency Shelfer	D/B	D/D	Dia	D/D			
		114	-174	- 6754				
	Enter/Edit Site Data							

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.

Michigan Michiga Education Departme	n Nutrition Data System		8	
chigan.gov Home			MiND F	Iome Contact for MiND MDE Home
niid And Adult Care Fo	od Program Claims Syste	Site Edit		
MiND CACFP Sponsor S	ummary Site Edit User Mar	nagement - Help - Logoff		
MIND / CACEP Claims / Sponsor Summa	ry / Site Edit			
Sponsor:		Fisc	al Year: 2015 (Oct	ober 1, 2014 - September 30, 2015)
Site:	Go			Light Offe
				Next Site-
Site Details				
Site Name:			La	st Edit On: Feb 4 2015 9:57AM
Category	Breakfasts	Lunches	Suppers	Snacks
Days Served: 12				
Child Care - A	163	165	n/a	153
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a
	Click Save Button At	Iter Entering or Amending Above E	oata	

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.

	Michigan Nutrition D Department of Education	ata System				
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nild	And Adult Care Food Program C	Claims System Sponso	r Summa	ry		
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pon	sor:			Fiscal Year:	2015 (October 1,	2014 - September 30, 2015
Certi	۲ ۷				Clair	n Month: December 201
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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.

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hild	And Adult Care Food P	rogram C	laims System	or Summa	ry		
MiND	CACFP Claims Sponsor	Summary	User Management -	Help 🗸	Logoff		
	CACFP Claims / Sponsor Summary						
Spons	sor:				Fiscal Year:		
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A. G	eneral Information			C. Fo	od Service Operation And	Administrative Costs	
1.	Total number of days food service w	as provided	23	1.	Food		143933
2.	Average daily attendance		16	2.	Non-food supplies		8080
3.	Number of centers participating in C	ACFP	68	3.	Food Service Labor & Ber	nefits	226485
4.	Total enrollment		24	4.	Administrative		20829
				5.	Depreciation		0
B. F	ood Service Income			6.	Allocated Costs		220000
1.	Program Income		0	7.	Total costs		619327
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The claim can also be certified on the Main Menu.

Michigan Nutrition Data System Department of Education							E	Michig		
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October	2014	Ready To Certify	(Certify	12/30/2014	Sí	156,031.42	Report		1

CERTIFICATION:

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

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testing you are certifying is beyond the final deadline December 30, 2014						Fiscal Year:	2015 (October 1, 2014 - 36 Claim	ptember 30, 201 Month: Octobe	
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			that records are available.	to support it and th	hat It is in	accordance with the terms of	f the existing agreement. I a	m aware that	

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.

Michigan Nutrition Data System Department of Education							Michig An Official Stat	A LU U U U U U U U U U U U U U U U U U U
Michigan.go	v Home						MiND Home Cont	act for MiND MDE Home
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Claim Mor	nth	Claim Status		Certify Claim	Deadline	Reimburseme	nt Status	Total Amendments
Novemb	er 2014	Certified On: Mar 30 2015 10: Certified By:	14AM	Certify	1/29/2015	\$116,955	.36 Report	3