

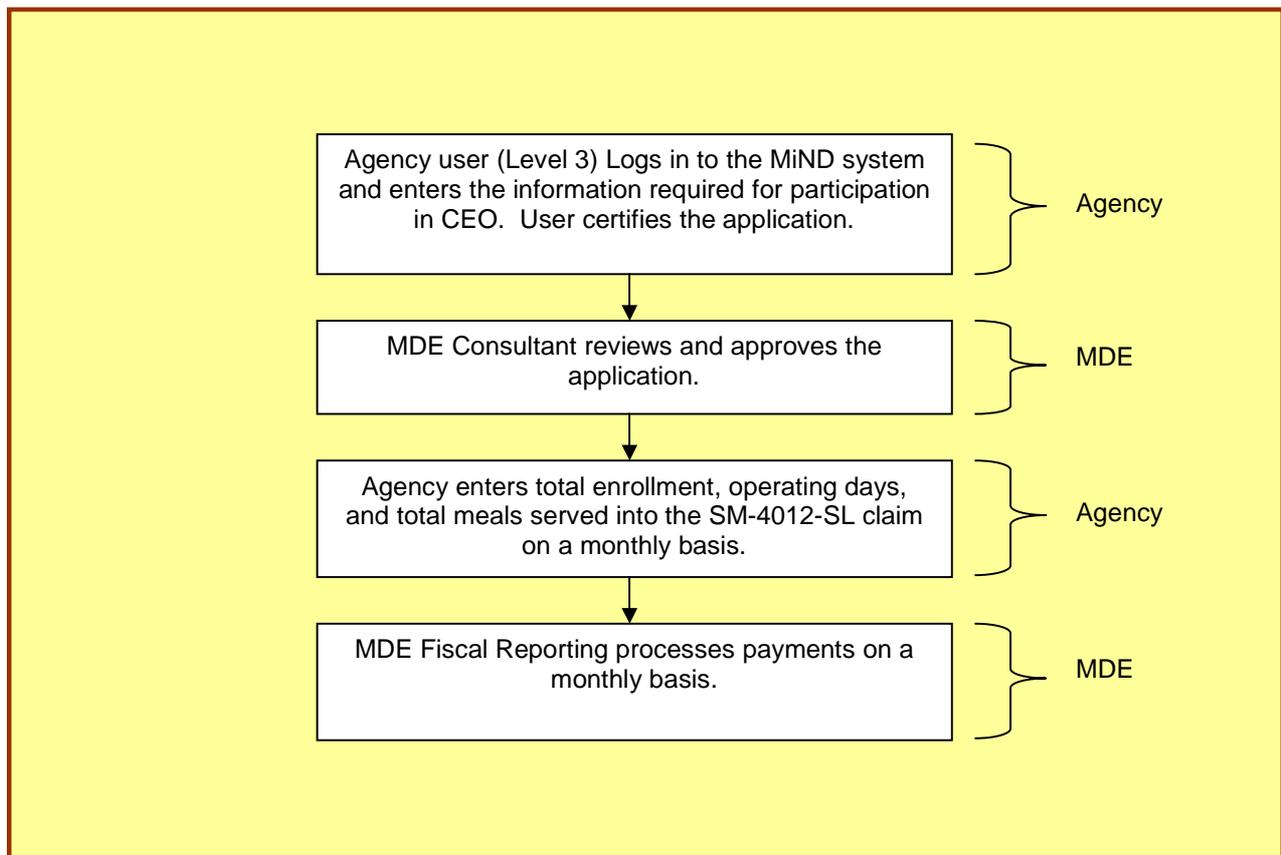
## Introduction:

Michigan Department of Education (MDE) is pleased to provide its Michigan Nutrition Data System (MiND) to enable agencies who wish to participate in the Community Eligibility Option (CEO) to submit an application electronically.

## Requirements:

1. An agency user (Level 3) who has a MEIS account and has completed the security access form; and
2. A computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

## Process flow:





## MiND – Community Eligibility Option (CEO) Application System Quick Guide



Michigan.gov  
Our Official State of Michigan Web Site

### Step I: Login to the MiND System

1. On your browser, go to [www.michigan.gov/meis](http://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. Ensure your Child Nutrition Programs- Security Access Form is up to date. If you have access to the School Meals Program, you will have access to the CEO application.

**Michigan Nutrition Data System**  
Department of Education

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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.

**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](#)

**MiND Login**

User Name:

Password:

[Forgot Login/Password?](#)

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

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## MiND – Community Eligibility Option (CEO) Application System Quick Guide



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### Step II: MiND Home Page: CEO Application

1. This page is the main CEO Application page. All of your information will be contained in this one single page.
2. Columns for CEPI Enrollment and CEPI Direct Certification are displayed as a guide. The CEPI Enrollment numbers reflect the Fall 2011 enrollment count as submitted by the school/district. The CEPI Direct Certification numbers reflect the total number of children in CEPI Enrollment that were directly certified at that time. **NOTE: The CEPI numbers may not reflect your actual numbers.**
3. As you enter and save your Enrollment and Direct Certification numbers by site, the percentages and grouping information (if applicable) will be displayed.
4. CEO Eligibility will display the qualifying claiming percentage for the building, group, or entire agency.



## Michigan Nutrition Data System

Department of Education



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### CEO APPLICATION

Welcome,
Last login

MiND Home
CEO
Help
Logoff

**OVERVIEW**

Agency: 00000 - Agency Name Select
Fiscal Year: 2013 | October 2012 - September 2013 v

Agency Address:  

Address information from EEM will be displayed here

Federal Employer ID Number:  
 School District Code:  
 Building Code:  
 County:  

Identifying information from EEM will be displayed here

Select All
Deselect All
Group Select... v
Selected Sites... v
Update
Edit Site Data

No.	Name	Site	CEPI Enrollment	CEPI Direct Certification	Enrollment	Direct Certification	Percentage of Direct Certification	Group As	Grouped Percentage of Certification	CEO Eligibility	Status
1	<input type="checkbox"/>	Building Names and Numbers will appear here	222	125	0	0	0%	X	0%	0%	
2	<input type="checkbox"/>		380	249	0	0	0%	X	0%	0%	
3	<input type="checkbox"/>		63	6	0	0	0%	X	0%	0%	
4	<input type="checkbox"/>		403	15	0	0	0%	X	0%	0%	
5	<input type="checkbox"/>		289	195	0	0	0%	X	0%	0%	
6	<input type="checkbox"/>		541	244	0	0	0%	X	0%	0%	
7	<input type="checkbox"/>		453	241	0	0	0%	X	0%	0%	

### Step III: Entering April 1, 2012 Enrollment and Direct Certification Numbers

1. Select 'Edit Site Data' to enter information for individual buildings

**CEO APPLICATION** Welcome, Last login

MIND Home | CEO | Help | Logoff

**OVERVIEW**

Agency:  -   Fiscal Year: 2013 | October 2012 - September 2013

Agency:   
Address:

Federal Employer ID Number:   
School District Code:   
Building Code:   
County:

No.	Name	Site	CEPI Enrollment	CEPI Direct Certification	Enrollment	Direct Certification	Percentage of Direct Certification	Group As	Grouped Percentage of Certification	CEO Eligibility	Status
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2. For each building, enter the information shown below. Be sure to click on 'Save' before going to the 'Next' Site. You also have the ability to choose exactly which site you would like to edit in the drop-down box as opposed to cycling through all of them alphabetically. **NOTE: You must save each site even if you are not applying CEO to that particular building in order to certify and submit.**

**SITE EDIT**

Site:

Estimated CEPI Enrollment: 222  
Estimated CEPI Direct Certification Count: 125

Actual Enrollment:   
Actual Direct Certification Count:   
Grouping:    
Apply:

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

Site Selection

Site:

**Step IV: Reorganizing your sites by group.**

- Once you have entered all of your school building’s data, you can utilize the grid below to refine your selections. Using the check boxes, you can select all or individual sites that you wish to change. Using the drop-down boxes you can reorganize them into a variety of grouping options. Be sure to click ‘Update’ to initiate your change. If ‘No Group’ is selected, that building’s percentage will be determined on its own. If qualifying all sites together, ensure that all sites are in the same group. The results of your changes will be reflected in ‘Group As’, ‘Grouped Percentage of Certification’, and CEO Eligibility.

**SITE EDIT**

Site:

Estimated CEPI Enrollment: 541  
 Estimated CEPI Direct Certification Count: 244  
 Actual Enrollment:   
 Actual Direct Certification Count:   
 Grouping:   
 Apply:

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

Save
Close

Site Selection

Previous
Site: 
Enter/Edit
Next

Select All
Deselect All
Group A
Selected Sites...
Update
Edit Site Data

No.	Name	Site	CEPI Enrollment	CEPI Direct Certification	Enrollment	Direct Certification	Percentage of Direct Certification	Group As	Grouped Percentage of Certification	CEO Eligibility	Status
1	Building Names and Numbers will appear here		222	125	200	150	75%	A	71%	100%	
2			380	249	380	260	68%	A	71%	100%	
3		<input checked="" type="checkbox"/>	63	6	65	9	14%	X	0%	22%	
4		<input checked="" type="checkbox"/>	403	15	400	65	16%	X	0%	26%	
5		<input checked="" type="checkbox"/>	289	195	289	209	72%	X	0%	100%	
6		<input type="checkbox"/>	541	244	550	290	53%	X	0%	85%	



### Step V: Reorganizing your sites by group.

1. Once you have entered and saved all of your school building's data and you have organized your buildings to your liking, you are ready to certify. The certify button may appear before you are ready to submit. If this is the case, continue to organize your buildings until you are satisfied with their arrangement. Once you are ready to certify, click the button as seen below:

The screenshot shows the 'CEO APPLICATION' interface. At the top, there are navigation links for 'MIND Home', 'CEO', 'Help', and 'Logoff'. The main content area is titled 'OVERVIEW' and includes an 'Agency' selection dropdown with a 'Select' button, and a 'Fiscal Year' dropdown set to '2013' with a sub-menu showing 'October 2012 - September 2013'. Below this, there are input fields for 'Agency Address', 'Federal Employer ID Number', 'School District Code', 'Building Code', and 'County'. A section titled 'Application Certification' contains the text: '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'. A green 'Certify' button is located below this text and is circled in red. At the bottom of the page, there is a dark blue bar with the text 'SITE EDIT'.