



Fresh Fruit and Vegetable Program (FFVP) Cost Item Entry Instructions For The MiND System

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Overview

The FFVP operates on a reimbursement basis, meaning that all costs related to the program are entered into requests for reimbursement. These requests are submitted through the Michigan Nutrition Data System, or MiND. After entries are approved by the FFVP Coordinator at the State level, funds are reimbursed through the Michigan Department of Education Cash Management System (CMS). Cost items submitted for reimbursement may be entered as frequently as desired (i.e., are not limited to entering once a month). Information on FFVP grant usage is available in the MiND system for at least the past four years of FFVP, if applicable. For questions related to FFVP, contact FFVP Coordinator, Adrienne Davenport, at davenporta1@michigan.gov or 517-241-1762.

Michigan Department of Education

MDE > FOOD & NUTRITION PROGRAMS > SCHOOL NUTRITION PROGRAMS

Fresh Fruit and Vegetable Program

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) administers the **Fresh Fruit and Vegetable Program (FFVP)** at the national level and the Michigan Department of Education (MDE) School Nutrition Programs (SNP) team carries the program out at the State level.

FFVP is an optional competitive grant that schools can apply for each year. Schools that receive the grant are given money and guidance so that they can serve fresh fruit and vegetable snacks to students during the school day at no charge.

Schools are eligible if they serve any combination of **grades K-8 with at least 50% free and reduced price students** and who participate in the [National School Lunch Program \(NSLP\)](#).

Contact Information

For questions related to Michigan FFVP, please contact the FFVP State Coordinator, Adrienne Davenport, MPH, RDN at davenporta1@michigan.gov or 517-241-1762 or mde-schoolnutrition@michigan.gov.

Application

The application for the 2015-16 school year was due April 30, 2015 via MEGS+. It is currently closed. Applications for the 2016-17 school year will open by mid-February 2016 (due April 30, 2016). Grant award decisions are posted on this page and announced via MEGS+.

Participating Schools

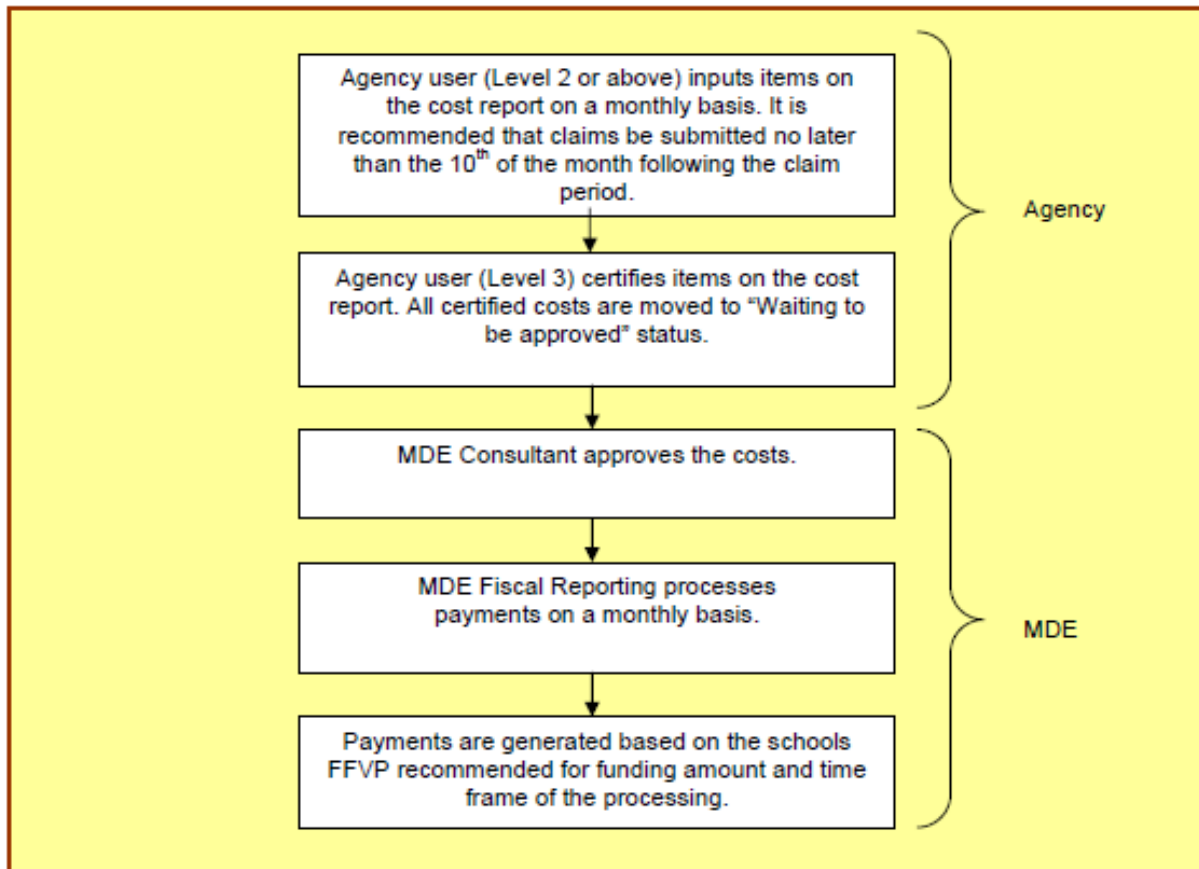
• [2015-2016 Participating Schools](#)

Claim Entry Requirements

The following three items must be completed before cost items may be claimed for reimbursement. A visual of the process flow is also provided below.

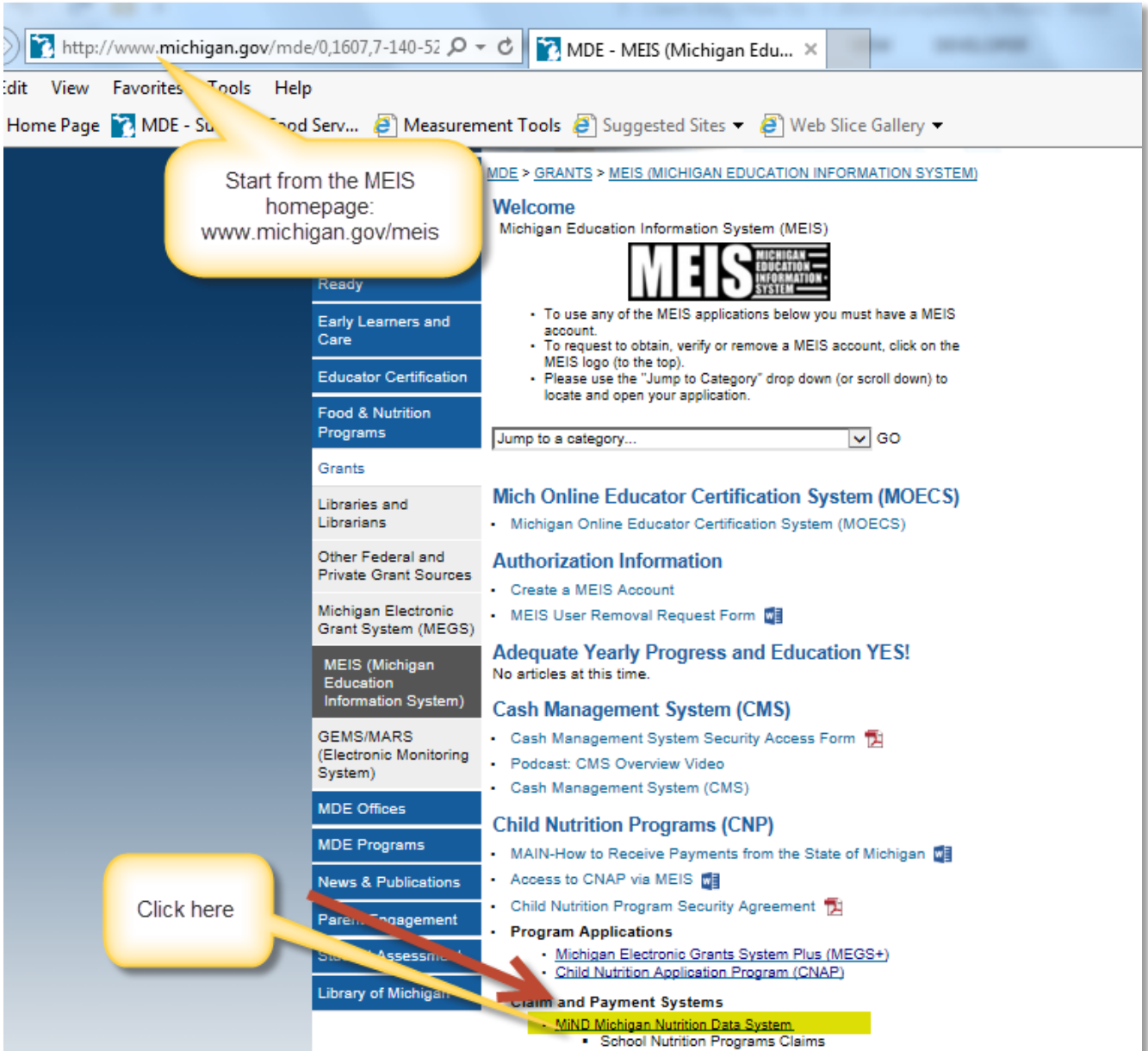
1. A complete and certified FFVP application for the current fiscal year in MEGS+;
2. An agency user who has a MEIS account and has completed the security access form; and
3. A computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

Process flow:



Logging In To The MiND System

- In your browser, visit [Michigan Education Information System \(MEIS\)](http://www.michigan.gov/meis)
- Select under “Claim and Payment Systems” the “MiND” link.



The screenshot shows the MEIS homepage in a web browser. The address bar displays <http://www.michigan.gov/mde/0,1607,7-140-52>. The page title is "MDE - MEIS (Michigan Edu...". The navigation menu includes "Home Page", "MDE - Su...", "Food Serv...", "Measurement Tools", "Suggested Sites", and "Web Slice Gallery".

The main content area is titled "Welcome Michigan Education Information System (MEIS)". It features a "Jump to a category..." dropdown menu and a "GO" button. Below this, there are several sections:

- Mich Online Educator Certification System (MOECS)**
 - Michigan Online Educator Certification System (MOECS)
- Authorization Information**
 - Create a MEIS Account
 - MEIS User Removal Request Form
- Adequate Yearly Progress and Education YES!**

No articles at this time.
- Cash Management System (CMS)**
 - Cash Management System Security Access Form
 - Podcast: CMS Overview Video
 - Cash Management System (CMS)
- Child Nutrition Programs (CNP)**
 - MAIN-How to Receive Payments from the State of Michigan
 - Access to CNAP via MEIS
 - Child Nutrition Program Security Agreement
 - Program Applications**
 - Michigan Electronic Grants System Plus (MEGS+)
 - Child Nutrition Application Program (CNAP)
 - Claim and Payment Systems**
 - MiND Michigan Nutrition Data System**
 - School Nutrition Programs Claims

Annotations on the screenshot include:

- A yellow callout bubble pointing to the address bar with the text: "Start from the MEIS homepage: www.michigan.gov/meis".
- A yellow callout bubble pointing to the "MiND Michigan Nutrition Data System" link with the text: "Click here".

Logging In To The MiND System, Continued

- c. Log in with a valid MEIS login and password. Be sure your “Child Nutrition Programs – Security Authorization Form” is up to date and includes a request for FFVP access. If not, submit an updated form.

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 was developed by the 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).

MiND Login

[Forgot Login/Password?](#)

- **The Claims and Reimbursement Systems:**
 - School Nutrition 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 Report data
 - School Food Authority - Verification Collection

ANNOUNCEMENT
Michigan Department of Education is in the process of integrating all the Claims and Payments Systems under the MiND interface. You would notice periodic improvements to this website.

NEED ACCESS
Please complete the security access form below to secure access to this system

[Security Access Form](#)

MiND Home Page

This page lists payments received for FFVP for the given fiscal year and allows users to edit and submit new requests for reimbursement. There is a different page for each school building. Cost items are entered separately for each building. Information on past years’ grant awards are also available for each school, if applicable (please note that grant awardees change each school year).

Entering FFVP Costs

- a. Select a cost item from the description drop-down. Options are:
 - i. Operating Cost – Fruits
 - ii. Operating Cost – Vegetables
 - iii. Operating Cost – Small Supplies/Other
 - iv. Operating Cost – Labor
 - v. Administrative Cost – Non Labor
 - vi. Administrative Cost – Labor
- b. Type in details in the “Specify” box (required for every category).
 - vii. For fruits or vegetables: Address to the best extent possible type of food, number of units, how much unit holds and cost per unit (Example: apples, 138ct, 4 cases, \$38/case)
 - viii. For labor: Enter pay rate and number of hours. **Enter separate lines for wages and benefits (do not combine).**
- c. Select the month of cost – the month the expense actually happened.
- d. Enter the corresponding cost in the amount box for non labor (labor will automatically be calculated based on the rate and number of hours). Click “Add.”
- e. After clicking “Add,” the entered cost will be listed in the “Cost Items Waiting to Be Certified” section. Note: Level 2 users can add costs but cannot “Certify” the information.
- f. To modify the entered value, click “Edit.”
 - ix. Make your adjustment and then hit “Update.”

FFVP Summary

Sponsor: Select Fiscal Year: July 2014 - June 2015 Set

Name:

ADD COST ITEM

Building:

Building Name: Kendon School (330202013)

Description: Operating Cost - Fruits
Operating Cost - Vegetables
Operating Cost - Labor
Operating Cost - Small Supplies/Other
Administrative Cost
Administrative Cost - Labor

*Specify:

Month:

Number of Hours:

Rate:

Amount:

Add

BUILDING SUMMARY

Enrollment: 179

YTD Admin Cost: \$0

YTD Admin Cost %: 0.00%

	Early Funds Allocation (09V0)	Primary Allocation (0950)
Allocation	\$0	\$8,950
Approved	\$0	\$0
YTD Disbursement	\$0	\$0

Certifying FFVP Costs

- a. When complete, hit “Certify” to submit the claim to the FFVP Coordinator. Note: Level 2 users can add costs but cannot “Certify” the information.
 - a. After clicking “Certify,” the costs listed in “Cost Items Waiting To Be Certified” section will be moved to the “Cost Items Waiting To Be Approved” section.
- b. Costs are due 60 days after the end of the month in which they were incurred.
- c. If an error is made and a cost item has already been certified, alert FFVP Coordinator of the issue.

Building Name: Kendon School (330202013)

Description: Operating Cost - Fruits

*Specify:

Month: August - 2015

Number of Hours: 0

Rate: 0

Amount: 0

YTD Admin Cost %: 0.00%

	Early Funds Allocation (09V0)	Primary Allocation (0950)
Allocation	\$0	\$9,100
Approved	\$0	\$0
YTD Disbursement	\$0	\$0

COST ITEMS WAITING TO BE CERTIFIED

Before certifying, entries can be edited.

No.	Date Entered	Description	Specification	Month	Amount Entered
1	Aug 21, 2015	Operating Cost - Fruits	apples, 138ct, 4 cases, \$38/case	August	\$152
Total Cost Items Waiting To Be Certified					\$152

By signing this report, I certify the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set for... any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to... the claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 18, Sections 3729-3730 and 3745)

Once entries are complete, hit "Certify."

Cost Approvals:

The FFVP Coordinator will approve the “Cost Items Waiting To Be Approved.” Upon approval, the costs listed in “Cost Items Waiting To Be Approved” section will be transferred to the “Approved Cost Items” section.

Budget Management:

For each school, upon cost approvals, the disbursed amount and percentage of administrative costs (capped at 10%) – shown in the upper right of each school’s screen – should reflect actual spending. It is up to each school and district to use as much of the FFVP grant as possible and to budget accordingly so as to provide the free fresh fruit and vegetable snacks for as much of the regular school year as possible. Grant award money not used in early or main allocations will likely not be returned.

FFVP Summary

Sponsor:
Fiscal Year:

Name:

ADD COST ITEM

Building:

Building Name:

Description:

*Specify:

Month:

Number of Hours:

Rate:

Amount:

BUILDING SUMMARY

Enrollment: 179

YTD Admin Cost: \$0

YTD Admin Cost %: 0.00%

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ⁱ http://www.michigan.gov/mde/0,1607,7-140-5236_29341---,00.html

FFVP Questions? Contact Adrienne Davenport, FFVP Coordinator
davenporta1@michigan.gov or 517-241-1762

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