Michigan Department of Education
Child and Adult Care Food Program

Instructions for Submitting Center Claim Amendments

The Claim Amendment is required to amend (correct) errors made on a previously certified Claim for Reimbursement. It is also used to complete any necessary corrective action resulting from an Administrative Review.

Institution initiated claim amendments must be certified no later than sixty days following the end of the reporting month. The sixty day time limit does not apply when amendments will decrease the value of the claim or when the amendments are as a result of an administrative review.

Report to corrected (revised) total number of meals by category on the Claim Amendment Form. DO NOT report the number of reductions or additions.

Follow the procedure below to submit a center claim amendment. Using the web browser go to the MEIS main menu (http://www.michigan.gov/meis) Scroll down to the Child Nutrition Program (CNP) area and click on MIND Michigan Nutrition Data System under "Claim and Payment Systems". After entering your MEIS login and password, click on Login.

1.   Using the drop-down box, choose the fiscal year of the claim. Click the **Set** button if the claim is not for the current fiscal year.

2.   At the Main Menu, click on the **Claim Month** to be amended.

3.   On the **General Information Food Service Operation and Administrative Costs, or Food Service Income page,** click in the field to be amended, press the delete key until all data is erased, then enter the new information. Click on the **Save** button. Click the link Back to Institution Summary, if an amendment is required.

4.   Scroll down to the first Site Listing box. Click the Enter/Edit Site Details button.

5.   Amend site meal counts. Enter corrected site meal counts. Click on the field to be amended, press the delete key until all data is erased, then enter the amended meal counts.

6.   Click on **Save**. (If the claim is for a sponsor of more than one center, follow step 4 and 5 for each amended site's data.)

7.   Click the Certify button.

8.   The Certification page will display.

9.   It is critical to **carefully check** all totals, including general information, costs, food service income (if applicable), and meal totals. If there are errors, click **Institution Summary** and follow steps 5 through 9.

10. Click on the **Yes Certify** button to recertify (resubmit) the claim. The date and time of certification will appear on the claim Main Menu.

11. Print a copy of the claim for your records.

12. File all copies in the documentation folder for the claim month of the amendment.

Note: The Microsoft Internet Explorer browser provides optimal performance with MEIS programs, which includes the <u>MIND Michigan Nutrition Data System under "Claim and Payment Systems"</u>.

DO NOT USE the browser **Back** button. Use of the **Back** button may cause difficulties in entering data.

For questions, contact the CACFP at (517) 241-5353.

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