Instructions for Submitting a Center Claim

DO NOT USE the browser **Back** button. Use of the **Back** button may cause difficulties in entering data. Remember to save entries before closing the page.

All claims are due by the 10th of the month following the claim month. For example, all January claims are due on February 10. Claims must be entered and certified no later than sixty days following the end of the reporting month or reimbursement may be lost. Refer to Operational Memo #1 of the current fiscal year for final submission dates and more information.

Follow the procedure below to submit a center claim. Using the web browser, proceed to the MEIS main menu (http://www.michigan.gov/meis). Scroll down to the Michigan Nutrition Data System (MiND). 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 **Change** button if the claim is not for the current fiscal year.

2. At the Main Menu, click on the **Claim Month** of the claim.

3. On the Institution Summary Page, enter **General Information, Food Service Operation Costs, and Food Service Income** in the appropriate fields. Click on the **Save** button after all entries are made.

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

5. Enter site meal counts.

6. Click on **Save**. (If the claim is for a sponsor of more than one center, follow steps 6, 10, and 11 for each site's data.)

7. Sponsors of more than one center will use next and previous buttons to navigate through the claim.

8. If a site is not claiming, click **Save** and the site will zero fill. No manual entries are necessary.

9. When all sites have entries and have been saved, a certify button will appear at the bottom of the last site data entry page. Click Certify to display the Certification page.

10. When all data is entered and saved, a certify button will appear at the bottom the last site details page. Click the Certify button.

11. The Certification page will display. It is critical to **carefully check** all totals. If there are errors, click the Main Menu link at the top left side of the Certification screen and follow steps 2 through 11.

12. Click on the **Yes Certify** button to certify (submit) the claim. The date and time of certification will appear on the claim Main Menu.

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

14. File all copies in the documentation folder for the claim month.

Note: The Microsoft Internet Explorer browser provides optimal performance with MEIS programs, which includes the **MiND Claim System**.

A center must be registered **completely** and **correctly** as a Payee in **MAIN**, the State of Michigan's primary accounting system, to receive reimbursement. See instructions to register or correct entries to the MAIN vendor payee file on the CNAP home page.

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

MICHIGAN Department of Education

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