

Michigan Summer Food Service Program

**THE KEY TO CLAIM REIMBURSEMENT**

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## Contact Information and Form Location

	<b>Security Agreement Form</b>
<b>Assistance</b>	Ruby Zavala: 517-373-0420    Email: <a href="mailto:zavalar1@michigan.gov">zavalar1@michigan.gov</a> Tammy Saul: 517-241-2815    Email: <a href="mailto:sault1@michigan.gov">sault1@michigan.gov</a> Lucy Bailey: 517-373-1806    Email: <a href="mailto:baileyL11@michigan.gov">baileyL11@michigan.gov</a> Fax: 517-373-4022
<b>Security Agreement Form Location</b>	<p>In order to access the MEGS+ application you must first have created a Michigan Education Information System (MEIS) Account and completed and submitted the Child Nutrition Program Security Agreement. If you are not an administrator CNAP level 3 or MEGS+ Level 5 user, the MEGS+ Level 5 User can add you to the application. MDE will no longer be adding or editing users in MEGS+ unless they are a brand new entity.</p> <p><b>Do not submit a new form if you have previously completed the agreement, been given access rights, and no changes are necessary.</b></p> <p>Go to the MEIS website: <a href="http://michigan.gov/meis">http://michigan.gov/meis</a></p> <p><b>Under Child Nutrition Programs (CNP)</b></p> <p>Click on: Child Nutrition Program Security Agreement</p>
	<b>Claim Form</b>
<b>Assistance</b>	Wendy Crowley: 517-373-0406 Email: <a href="mailto:crowleyw@michigan.gov">crowleyw@michigan.gov</a> Fax: 517-373-4022
<b>Claim Form Location</b>	<p>In order to access the claim the user must have created a MEIS Account and be entered on the MiND Security Agreement page in the MEGS+ application. Two users are allowed to be entered on the MiND Security Agreement page.</p> <p>Go to the MEIS website: <a href="http://michigan.gov/meis">http://michigan.gov/meis</a></p> <p><b>Under Child Nutrition Programs (CNP)</b></p> <p>Click on: MiND Michigan Nutrition Data System</p>

## Access to MiND and the Claim for Reimbursement

### Creating a MEIS Login Account

**PLEASE NOTE:** If you already have a MEIS account and access rights to MEGS+ and/or the claim form, DO NOT CREATE ANOTHER ACCOUNT OR SUBMIT ANOTHER FORM. A new form is needed only when there is a change to the authorized user.

If you do **not** have a MEIS account, you must create one by going to the following website: <http://michigan.gov/meis>. This is the home page for the Michigan Education Information System. On the top of this screen, click on the MEIS logo:



The MEIS User Management System screen will be displayed:

### Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

<b>Login Name:</b>	<input type="text"/>	<a href="#">I forgot my Login Name</a>
<b>Password:</b>	<input type="password"/>	<a href="#">I forgot my Password</a>
<input type="button" value="Log In"/>		

### Have questions/concerns about MEIS security or MEIS User Management?

Please contact the MEIS Help Desk via:

Phone: (517) 335-0505

Press 2 for MDE Programs

Press 3 for CEPI Programs

Click on "Create a New MEIS Account" and make sure to print the final screen that has your MEIS account information. It will include your MEIS account number, Login and Password. To update your account information or view your account number, go to the MEIS User Management System screen (above) and login. You can view or edit your personal information or change your password. After the account has been created, proceed as indicated on Page 2 to print, complete and submit the Security Agreement form.

**Instructions**

**Completing the Claim Form**

**Login to the Claim Form**

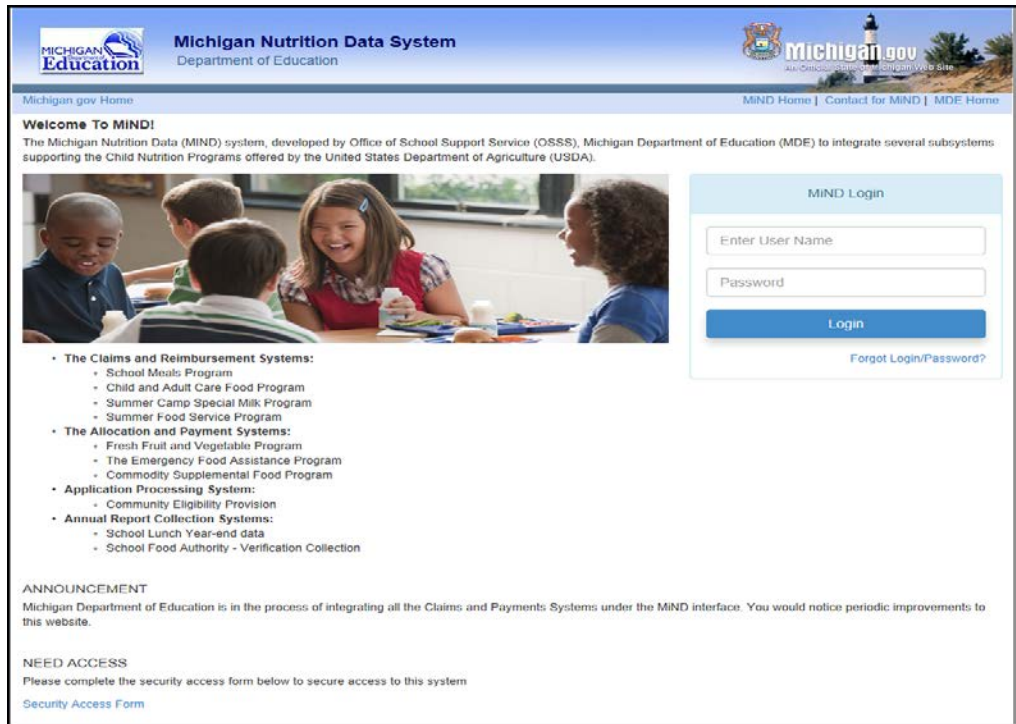
The claim form is accessible through the Michigan Nutrition Data System (MiND). Access the claim form: [www.michigan.gov/meis](http://www.michigan.gov/meis)

Under the "Child Nutrition Programs (CNP)" heading, select "MiND Michigan Nutrition Data System".

**Child Nutrition Programs (CNP)**

- [Child Nutrition Program Security Agreement](#) 
- Claim and Payment Systems
  - MiND Michigan Nutrition Data System
- [MAIN-How to Receive Payments from the State of Michigan](#) 
- Program Applications
  - [Michigan Electronic Grants System Plus \(MEGS+\)](#)

The Login screen will be displayed.



**Please Note:**

- The following instructions are general guidelines for those with security access rights of Level 2 (Enter/Edit) or Level 3 (Enter/Certify). Depending on your access rights you may not be able to complete all functions described.
- The Child Nutrition Program Security Agreement must be completed and submitted to our office before any access rights will be granted.

Enter the login and password that was assigned when you created your MEIS account. The MiND Home Page will be displayed.

**MiND Home Page**

**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

**Michigan Nutrition Data System - MIND**

MIND Home Page

MIND | Logoff

**Summer Camp Special Milk Program (SCSM) Claims**  
The Summer Camp Special Milk Program Claims System has been integrated into the new Michigan Nutrition Data System (MiND). The process remains the same to submit claim data. Please remember to Certify each claim after it is complete.

**Click Here**

**Summer Food Service Program (SFSP) Claims**  
The Summer Food Service Program Claims System has been integrated into the new Michigan Nutrition Data System (MiND). The process remains the same to submit claim data.  
Please remember: Do not combine any claim months, submit each month separately and remember to Certify each claim after it is complete.

Select SFSP Claims

**Main Menu**

**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

**Summer Food Service Program**

Main Menu

MIND | SFSP Claims | Admin Options | Admin Report | Help | Logoff

MIND / SFSP Claims

Sponsor:   Fiscal Year:

Name:

Claims for the month of June will be created on or after

[Emergency Closure SFSP Claims](#)

[Traditional SFSP Claims](#)

Claim Month	Claim Status	Certify Claim	Reimbursement	Advance	Status	Total Amendments
May - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
June - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
July - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
August - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
September - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
<b>Total Claim Reimbursement Year To Date</b>			\$0.00	\$0.00		

Select the Claim Month

The sponsor agreement number and name will be displayed in the upper left corner. The current fiscal year will be shown in the upper right corner. The menu lists the claim months and year, the status of the claim, a link to the certification screen, the amount of reimbursement for the month, advance payment amounts, a link to the status report, and number of amendments to each claim. The status report summarizes the claim data and payment information.

To enter claim information:

Click on the applicable month in the Claim Month column. This will take you to the Sponsor Summary screen.

**Enter meal counts for one month only on each claim, do not combine months.**

**Important:**

- **All errors will be displayed on top of the screen and must be corrected before the claim can be certified.**
- **Do not use the Back button on your browser toolbar. Use the navigational links provided on the screen.**

## Sponsor Summary

Summary of Total Number of Meals Served for All Sites

## Site Listing

The screenshot shows the Michigan Nutrition Data System interface. At the top, there are logos for Michigan Department of Education and Michigan.gov. The page title is "Michigan Nutrition Data System" and "Department of Education". Below the header, there are navigation links: "Michigan.gov Home", "MIND Home", "Contact for MIND", and "MDE Home". The main content area is titled "Summer Food Service Program" and "Sponsor Summary". There are tabs for "MIND", "SFSP Claims", "Sponsor Summary", "Admin Options", "Admin Report", "Help", and "Logoff". Below the tabs, there is a breadcrumb trail: "MIND / SFSP Claims / Sponsor Summary". The main content area displays the following information:

**Sponsor:** Traverse City Area Public Schools (28010) **Fiscal Year:** 2013 (October 1, 2012 - September 30, 2013)  
**Claim Month:** June - 2013

Buttons: **Certify** **Hold Claim**

**Sponsor Details**

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	396	282	0
Seconds	0	20	0	0

**Site Listing**

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL(2801SF006) Type: Rural/Self Prep Last Modified On: 7/12/2013 11:56:05 AM

Buttons: **Enter / Edit**

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	396	282	0
Seconds	0	20	0	0

All sites will be listed under the Sponsor Summary section.

**Site Listing  
(continued on  
bottom of the  
Sponsor  
Summary)**

For each site, click the **“Enter/Edit”** button to enter number of days and meals served by type.

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	396	282	0
Seconds	0	20	0	0

**Enter Site  
Data**

**Site Edit**

Michigan Nutrition Data System  
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

**Summer Food Service Program** [Site Edit](#)

MIND / SFSP Claims / **Site Edit** / Admin Options / Admin Report / Help / Logoff

MIND / SFSP Claims / Sponsor Summary / Site Edit

Sponsor: Traverse City Area Public Schools (28010) Fiscal Year: 2013 (October 1, 2012 - September 30, 2013)

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL (2801SF006)  ClaimMonth: June - 2013

**Site Details** \*\*\* Claim meals for June - 2013 only. Do not combine months. \*\*\*

Number of meal serving days:  \*For June - 2013 only.

Enter the Number of Meals Served To Eligible Children:

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	<input type="text" value="388"/>	<input type="text" value="396"/>	<input type="text" value="282"/>	<input type="text" value="0"/>
Seconds	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

**Site Details  
(Camp Sponsors  
refer to “Special  
Instructions for  
Camps”)**

The site edit screen for the selected site will be displayed.

-Enter the number of meal serving days for the site.

-Enter the number of reimbursable meals served.

**Report separately the number of meals that were served as firsts and the number of meals served as seconds for each approved meal type: Breakfast, Lunch, Snack, and Supper.**

**Second servings** will be reimbursed up to 2% of the number of first meals served to children for each meal type during the claim month. On the claim form, enter the actual number of complete second meals served, regardless of whether that number is more or less than 2% of the first meals served.

**Camps cannot claim second meals.**

(Camp Sponsors refer to “Special Instructions for Camps”)

**Save & Certify**

**Click “SAVE” after all data has been entered and Certify the claim!**

## Errors in Site Data

After clicking Save, one or more errors may be displayed at the top of the screen. **All data entered on the claim refers back to the site information that was submitted and approved on the application (MEGS+).** Any variations from what was approved will result in an error which must be corrected before the claim can be certified.

**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

**Summer Food Service Program** Site Edit

MIND / SFSP Claims / **Site Edit** / Admin Options ▾ / Admin Report / Help ▾ / Logoff

MIND / SFSP Claims / Sponsor Summary / Site Edit

Sponsor: Traverse City Area Public Schools (28010) October 30, 2013

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL (2801SF006)  June - 2013

Correct the following errors

- Lunch Firsts Meal Count(4000) exceeds the allowable maximum capacity[1500 = Total Days(5) x Lunch Capacity(300)]

Site Details \*\*\* Claim meals for June - 2013 only. Do not combine months. \*\*\*

Number of meal serving days:  \*For June - 2013 only.

Enter the Number of Meals Served To Eligible Children:

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	<input type="text" value="388"/>	<input type="text" value="4000"/>	<input type="text" value="282"/>	<input type="text" value="0"/>
Seconds	<input type="text" value="0"/>	<input type="text" value="400"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

(Saved)

## Uncorrected Errors

If a site error is not corrected, that site will be listed first on the Site Listing with an "Error" designation. The claim cannot be certified if one or more sites remain in error status.

Site Listing

Site: SUTTONS BAY ELEM/MIDDLE SCHOOL(2801SF006) Type: Rural/Self Prep Last Modified On: 6/4/2014 2:36:11 PM

**\*\* Error \*\***

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	4000	282	0
Seconds	0	400	0	0

Errors are the result of either entering the claim data incorrectly, or the data conflicts with what was approved on the site application on MEGS+. If the application needs to be amended, and is within the allowable timeframe to do so, go into MEGS+, enter the changes, save them, and submit (certify) the amendment. The changes will be available on the claim if the application amendment is approved and if it is still within the claim deadline period.

**Claim deadlines must be adhered to in order to receive payment.**

**Refer to Page 10 for deadline dates.**



## Certification

Verify Totals and  
Certify Claim

Michigan Nutrition Data System  
Department of Education

Michigan.gov  
An Official State of Michigan Web Site

Michigan.gov Home MIND Home | Contact for MIND | MDE Home

### Summer Food Service Program

Certification

MIND SFSP Claims **Certification** Admin Options Admin Report Help Logoff

MIND / SFSP Claims / Certification

Sponsor: Traverse City Area Public Schools (28010) Fiscal Year: 2013 (October 1, 2012 - September 30, 2013)  
ClaimMonth: June - 2013

The claim you are certifying is beyond the final deadline August 29, 2013

- You can amend and certify the claim. It will be reviewed and you will be notified regarding late claim submission.

#### Sponsor Details

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	400	282	0
Seconds	0	400	0	0

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

\*\*\*\* Verify all data prior to certifying the claim. To Certify click 'Yes' button below. \*\*\*\*

Yes No

After all claim data has been entered and saved, the claim is ready to be certified. The "Certify" button will be enabled on the Sponsor Summary. You can also return to the Main Menu and click "Certify" next to the month and status of "Ready to Certify".

Michigan Nutrition Data System  
Department of Education

Michigan.gov  
An Official State of Michigan Web Site

Michigan.gov Home MIND Home | Contact for MIND | MDE Home

### Summer Food Service Program

Certification

MIND SFSP Claims **Certification** Admin Options Admin Report Help Logoff

MIND / SFSP Claims / Certification

Sponsor: Traverse City Area Public Schools (28010) Fiscal Year: 2013 (October 1, 2012 - September 30, 2013)  
ClaimMonth: June - 2013

The claim you are certifying is beyond the final deadline August 29, 2013

- You can amend and certify the claim. It will be reviewed and you will be notified regarding late claim submission.

#### Sponsor Details

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	400	282	0
Seconds	0	400	0	0

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

\*\*\*\* Verify all data prior to certifying the claim. To Certify click 'Yes' button below. \*\*\*\*

Yes No

On the Certification screen, the total of all entered claim data will be displayed from the Sponsor Summary. Verify the data and then click the "Yes" button. This submits your certified claim data to the Michigan Department of Education.

## Important Information About Submitting Claims

### Enrolled Sites

Non-camp sponsors that use individual enrollment to document site eligibility must certify that at least 50% of enrolled children at each enrolled site are eligible for free or reduced price meals. This statement is included on the certification screen of the claim form.

**Enrolled Sites:** This type of site must maintain a list of the enrolled children and have family size and income documentation on file to establish that at least 50% of the enrolled children meet the SFSP free meal standards. Click on the "Help" link on the MEGS+ site screens for additional guidance.

**Open Enrolled Sites:** This type of site is eligible only if it can document, for each claiming period, that 50% or more of the children participating at the site meet the SFSP free meal family size and income standard. The highest number of meals served for any one meal type during a claiming period will be considered to be the site's "enrollment" for that claiming period.

For example: a sponsor submits a July claim. The site's highest meal count occurred on July 2, when it served 58 breakfasts. For that site to be eligible and claim both breakfast and lunch meals for July, it must have documented that 29 or more children are eligible according to the SFSP free meal family size and income standard.

Since the than 50% of approved applications on file. This protects the site's eligibility should additional non-eligible children enroll during the summer or if some of the approved applications were incorrectly approved. If an enrolled site has correctly approved site's eligibility is based on having correctly approved Applications for free meals for a minimum of 50% of the enrolled children, it is important that the site try to maintain more applications on file for exactly 50% or slightly more than 50% of the enrolled children, the site should continue to collect applications from any additional children participating in the program.

### Deadlines for Claim Submission

Claims are due within 10 days after the end of the claim month. If claims are submitted more than 60 days after the end of the month for which you are claiming, reimbursement cannot be guaranteed. A late claim exception request has to be submitted and approved. Such exceptions are granted only in limited situations.

## Deadlines for Claim Submission

Month	Due Date	Final Deadline
MAY	June 10th	July 30th
JUNE	July 10th	August 29th
JULY	August 10th	September 29th
AUGUST	September 10th	October 30th
SEPTEMBER	October 10th	November 29 <sup>th</sup>

**Limited Exception  
Process for Late  
Claims**

**“One-Time” Exception**

This provision allows The Michigan Department of Education to grant approval for one valid monthly claim submitted after the 60-day deadline when the lateness is due to reasons within the sponsor’s control.

A “one-time” late claim exception can only be granted if a sponsor has not had an exception during the previous 36-month period. If more than one late claim that was within your control is submitted in a 3 year period, it will not be paid. The one-time exception request must include a Corrective Action Plan which 1) sufficiently addresses the reason for lateness, 2) details actions taken to avoid any future late claim submission, 3) includes a statement acknowledging that an exception for a late claim submission within your control can be granted only once every 36 months, and 4) is signed by the authorized official for the Summer Food Service Program.

**“Outside of Your Control” Exception**

In rare circumstances, if a claim is late due to circumstances beyond your control, (i.e. a natural disaster), an exception can be granted outside of the “one-time” exception provision. The following would have to be submitted: 1) a written request for an outside of your control exception, and 2) a detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time. The information you submit will be reviewed by the state agency. If it is determined that the submission of the late claim or amendment was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. The Michigan Department of Education does not have the authority to process this type of payment. Loss of a staff member within an organization is not an acceptable basis for granting an “outside of your control” exception. Sponsoring organizations are expected to plan for these situations and be able to meet Program obligations.

**Claim Amendments**

To amend a claim, enter the corrected figures, make sure to click “Save” on each screen that is changed, and re-certify the claim. If a change is made after the final deadline that results in an increase in claim value, a late claim notification letter will be sent to the contact person.

**Downward Adjustments**

Downward adjustments in reimbursement are not subject to the 60-day deadline. They may be submitted at any time.

**Review Adjustments**

Adjustments to previously submitted claims (either downward or upward) that are made due to review findings are not subject to the 60-day deadline.

## Special Instructions for Camps

Camp Sessions

Claims are to be submitted for days within the calendar month only, even if that means claiming part of a camp session on one claim and the remainder of the camp session on another claim.

Second Meals

Camps cannot claim second meals for reimbursement. All sponsors should prepare one meal per child per meal service.

## Sponsor Summary

Summary of Total Number of Eligible Meals Served for all Sites

## Site Listing

The screenshot shows the Michigan Nutrition Data System interface. At the top, it displays the Michigan Department of Education logo and the Michigan.gov logo. The page title is "Michigan Nutrition Data System" and "Department of Education". Below the header, there are navigation links for "Michigan.gov Home", "MIND Home", "Contact for MIND", and "MDE Home". The main content area is titled "Summer Food Service Program" and "Sponsor Summary". There are tabs for "MIND", "SFSP Claims", "Sponsor Summary", "Admin Options", "Admin Report", "Help", and "Logoff". The "Sponsor Summary" tab is active. Below the tabs, there is a summary for "Sponsor: CAMP BEECHPOINT INC (03SF06500)" and "Fiscal Year: 2013 (October 1, 2012 - September 30, 2013)". There are buttons for "Certify" and "Hold Claim", and a "ClaimMonth: June - 2013" field. The "Sponsor Details" section contains a table with columns for "Meal Type", "Breakfast", "Lunch", "Snack", and "Supper". The table shows 575 Firsts, 954 Lunches, and 593 Suppers. The "Site Listing" section contains a table with columns for "Meal Type", "Breakfast", "Lunch", "Snack", and "Supper". The table shows 575 Firsts, 954 Lunches, and 593 Suppers. There is an "Enter / Edit" button next to the table.

Sponsor: CAMP BEECHPOINT INC (03SF06500) Fiscal Year: 2013 (October 1, 2012 - September 30, 2013) ClaimMonth: June - 2013

Certify Hold Claim

Sponsor Details

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	575	954	0	593
Seconds	0	0	0	0

Site Listing

Site: CAMP BEECHPOINT(03SF06001) Type: Rural/Self Prep Last Modified On: 8/1/2013 11:15:36 AM

Enter / Edit

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	575	954	0	593
Seconds	0	0	0	0

A summary of all eligible meals claimed for all sites will be displayed.

All sites will be listed under the "Site Listing". Click the "Enter/Edit" button for each site and the Camp Site Summary screen will be displayed (see screen below).

For each site, in the Session Listing section **click on “Add A Session”** to enter information for each session that operated in that month.

**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

### Summer Food Service Program

**Camp Site Summary**

MIND | SFSP Claims | **Site Edit** | Admin Options | Admin Report | Help | Logoff

MIND / SFSP Claims / Sponsor Summary / Camp Site Summary

Sponsor: CAMP BEECHPOINT INC (03SF06500) Fiscal Year: 2013 (October 1, 2012 - September 30, 2013)

Site:   ClaimMonth: June - 2013

#### Session Listing

	Session	Beginning date	Ending date	Number of Days Food Served Per Session
<input type="button" value="Edit"/>	1	06/10/2013	06/14/2013	5
<input type="button" value="Edit"/>	2	06/16/2013	06/21/2013	6
<input type="button" value="Edit"/>	3	06/23/2013	06/28/2013	6
<input type="button" value="Edit"/>	4	06/30/2013	06/30/2013	1

#### Camp Site Details

##### Calculation of Reimbursable Meals

Meal Type	Total Meals Served to All Children	Meal Allocation Factor	Reimbursable Meals Served
Breakfast	965	0.5963	575
Lunch	1600	0.5963	954
Snack	0	0.5963	0
Supper	995	0.5963	593

Michigan.gov Home | MIND Home | Contact MDE | State Web Sites  
Privacy Policy | Link Policy | Accessibility Policy | Security Policy

Copyright © 2001-2014 State of Michigan

Enter all session information for each session that operated within the month as indicated on the following screen. Totals for all meals for all sites will automatically be entered in the Calculation of Reimbursable Meals table above. The number of eligible (reimbursable) meals will be determined from the session information. Those meal totals will be carried forward to the Sponsor Summary.

## Camp Session Edit

The Camp Session Edit screen will be displayed.

Michigan Nutrition Data System Department of Education		Michigan.gov An Official State of Michigan Web Site	
Michigan.gov Home		MIND Home   Contact for MIND   MDE Home	
<b>Summer Food Service Program</b>			
<b>Session Edit</b>			
MIND	SFSP Claims	<b>Session Edit</b>	Admin Options ▾
		Admin Report	Help ▾
Logoff			
MIND / SFSP Claims / Sponsor Summary / Camp Site Summary / Session Edit			
<b>Sponsor:</b> CAMP BEECHPOINT INC (03SF06500)		<b>Fiscal Year:</b> 2013 (October 1, 2012 - September 30, 2013)	
<b>Site:</b>		<b>Claim Month:</b> June - 2013	
<b>Session 5</b>			
<b>1. Session Information</b>			
Note: Beginning and ending dates for a session must be in the same month. If a session spans more than one month, split that session into two sessions and report it by month.			
a. Beginning Date	<input type="text"/>	[Format: mm/dd/yyyy]	
b. Ending Date	<input type="text"/>	[Format: mm/dd/yyyy]	
c. Total Number of Days Food Served	<input type="text"/>		
<b>2. Number of Children Enrolled</b>			
a. Total Children	<input type="text"/>		
b. Needy Children	<input type="text"/>		
<b>3. Average Daily Number of Adults Receiving Meals</b>			
a. Program Adults	<input type="text"/>		
b. Nonprogram Adults	<input type="text"/>		
<b>4. Total Meals Served to All Children for This Session</b>			
Enter Total Meals Served between Beginning Date (1a.) and Ending Date (1b.)			
a. Breakfast	<input type="text"/>		
b. Lunch	<input type="text"/>		
c. Snack	<input type="text"/>		
d. Supper	<input type="text"/>		
e. Total Meals Served	<input type="text"/>		
<b>5. Total Meals Served to All Adults for This Session</b>			
a. Total Meals Served	<input type="text"/>		
**** Click Save Button After Entering or Amending Above Data ****			
<input type="button" value="Save"/>			

For **#1a. and b.:** If a session starts in one month and ends in another, the beginning and ending dates must be listed within the month being claimed. For example, a session beginning June 20<sup>th</sup> and ending July 9<sup>th</sup> would be listed on the June claim as beginning June 20<sup>th</sup> and ending June 30<sup>th</sup>, and on the July claim as beginning July 1<sup>st</sup> and ending July 9<sup>th</sup>. Separate meals accordingly.

After entering the session information, return to the Camp Site Summary screen.

## Camp Site Summary

## Session Listing

Michigan Nutrition Data System  
Department of Education

Michigan.gov Home MIND Home | Contact for MIND | MDE Home

### Summer Food Service Program

Camp Site Summary

MIND SFSP Claims Site Edit Admin Options Admin Report Help Logoff

MIND / SFSP Claims / Sponsor Summary / Camp Site Summary

Sponsor: CAMP BEECHPOINT INC (03SF06500) Fiscal Year: 2013 (October 1, 2012 - September 30, 2013)

Site: CAMP BEECHPOINT (03SF06001) Go ClaimMonth: June - 2013

#### Session Listing

Add A Session

	Session	Beginning date	Ending date	Number of Days Food Served Per Session
Edit	1	06/10/2013	06/14/2013	5
Edit	2	06/16/2013	06/21/2013	6
Edit	3	06/23/2013	06/28/2013	6
Edit	4	06/30/2013	06/30/2013	1

To correct session information, click on the Edit button next to the Session number to go back to the Camp Session Edit screen. Make corrections and click "Save".

## Calculation of Reimbursable Meals

**The total number of meals for all sessions by meal type will automatically be entered under "Calculation of Reimbursable Meals".** Meals will be allocated according to eligibility (from camp session information) to determine correct reimbursement. Return to the Sponsor Summary screen.

Please Note:

Camp sponsors can only be reimbursed for meals served to children who are eligible for free or reduced price meals according to the income guidelines for the National School Lunch Program. Camps may claim up to three meals or two meals and one snack to eligible children each day. Therefore, a camp may not claim reimbursement for snacks on days that it claims reimbursement for breakfast, lunch, and supper. Alternately, a camp may not claim reimbursement for a third meal on days that it claims a snack for reimbursement.

Sponsors of camps must maintain the documentation that demonstrates the free or reduced price eligibility of the children they claim reimbursement for and must make it available for review by the State agency.

## Sponsor Summary

The screenshot shows the 'Sponsor Summary' page for Camp Beechpoint Inc. (ID: 03SF06500). The page includes navigation links for MIND, SFSP Claims, Sponsor Summary, Admin Options, Admin Report, Help, and Logoff. The 'Certify' button is circled in red. The 'Claim Month' is set to July 2013. A table displays meal counts for July 2013.

**Sponsor:** CAMP BEECHPOINT INC (03SF06500) **Fiscal Year:** 2013 (October 1, 2012 - September 30, 2013) **ClaimMonth:** July - 2013

**Sponsor Details**

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	2159	2159	0	2064
Seconds	0	0	0	0

Claim meals for July - 2013 only. Do not combine months.

## Certification

Review data to make sure it is complete and correct. Click the "Certify" button on the Sponsor Summary or return to the Main Menu and click the "Certify" button for the claim month.

The screenshot shows the 'Certification' page for Traverse City Area Public Schools (ID: 28010). The page includes navigation links for MIND, SFSP Claims, Certification, Admin Options, Admin Report, Help, and Logoff. A warning message states that the claim is beyond the final deadline of August 29, 2013, but can still be amended. The 'Claim Month' is set to June 2013. A table displays meal counts for June 2013.

**Sponsor:** Traverse City Area Public Schools (28010) **Fiscal Year:** 2013 (October 1, 2012 - September 30, 2013) **ClaimMonth:** June - 2013

The claim you are certifying is beyond the final deadline August 29, 2013  
 • You can amend and certify the claim. It will be reviewed and you will be notified regarding late claim submission.

**Sponsor Details**

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	388	400	282	0
Seconds	0	400	0	0

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

\*\*\*\* Verify all data prior to certifying the claim. To Certify click "Yes" button below. \*\*\*\*

**Yes** **No**

A summary of the claim data will be displayed. After verifying the data, **click the "Yes" button**. This submits your certified claim data to the Michigan Department of Education.



## 2017 SUMMER FOOD SERVICE PROGRAM MEAL REIMBURSEMENT RATES

Effective January 1, 2017 – December 31, 2017

Meal Type	Operating Rates All Sites	Site Type	Administrative Rates	Total Reimbursement
Breakfast	\$1.94	Rural or Self- Prep	\$ .1925	\$2.1325
		Other	\$ .1525	\$2.0925
Lunch or Supper	\$3.39	Rural or Self- Prep	\$ .3550	\$3.7450
		Other	\$ .2950	\$3.6850
Snack	\$ .79	Rural or Self- Prep	\$ .0975	\$0.8875
		Other	\$ .0750	\$0.8650

### Operating and Administrative Reimbursement

Reimbursement is based on the number of meals served multiplied by the sum of administrative and operational rates. Sponsors must maintain complete records to document all costs and meals claimed for reimbursement.

Operating reimbursement rates are the same for all sponsors. Administrative reimbursement rates are higher for sponsors of sites located in rural areas and for self-preparation sponsors that prepare their own meals, either at the SFSP site or at a central facility, instead of purchasing from vendors. Reimbursement may be combined from both sources to pay for any allowable cost, whether operating or administrative.

Any reimbursement that exceeds a sponsor's expenditures must be used to benefit SFSP services to children. If funds remain at the end of the Program year, they should be used as start-up funds or to improve SFSP services the following year. Sponsors may not transfer excess funds to nonprogram operations or increase salary or fringe benefits if the sole purpose is to reduce the food service program balance. If the sponsor will not be participating in SFSP the next year, funds may be used towards other child nutrition programs. If the sponsor does not provide any other programs, the State will collect the excess funds.

### Advance Payments

Advances are reconciled when claims are submitted. Any advance amounts exceeding claim values will be due back to MDE. For school districts and other agencies receiving grant payments through the MDE Cash Management System (CMS), the overpayments will be automatically deducted from any grant payments paid through CMS. This includes payments from other programs such as the Child and Adult Care Food Program (CACFP) and the Commodity Supplemental Food Program (CSFP). It is essential to maintain detailed financial records in order to properly reconcile SFSP advances and claim payments.

## Costs - Allowable & Unallowable

**IMPORTANT:** Although not required to be reported on the claim form, all program related cost records must be maintained and available for audit or review. Cost documentation must support your claim for reimbursement.

### Allowable Operating Costs

**Operating** costs are expenses incurred when preparing, delivering and serving meals for the SFSP. These costs include, but are not limited to:

- **Food** - purchasing, obtaining and storing
- **Non-food supplies** - involved in preparation, serving and clean-up only
- **Labor** - preparing meals, preparing menus, purchasing, ordering, delivering, and serving food, taking on-site meal counts, cleaning-up, completing the meal production records, and supervising children during the meal service
- **Facilities** - rental of food service facilities and equipment, utilities, repairs of kitchen equipment only during the period of SFSP operation
- **Trash disposal**
- **Transportation** of food
- **Transportation** of children - rural only
- See *Administrative Guidance for Sponsors* for additional guidance and examples of allowable operating costs.

Camp sponsors must remember that they can only allocate a **portion** of their operating costs to the SFSP. Only the cost of meals served to children **eligible for free or reduced-price meals and Program adults are allowable**; the cost of meals served to others is considered unallowable. For each reporting period, camp sponsors need to allocate their operating costs based on eligibility. This does NOT apply to Program administrative costs.

Operating costs also include the cost of producing meals served to program adults who are performing meal service labor. If the sponsor chooses to serve meals to adults, the following rules must be observed:

- \* If the number of meals is limited, **all children must be fed first**.
- \* Meals served to children, program adults, and non-program adults must be counted and recorded separately on the daily meal count form.
- \* A decision to serve meals to adults may require additional site staff to maintain program safety and integrity.

### Allowable Administrative Costs

**Administrative** costs are expenses incurred when planning, organizing, and managing the program. These costs include, but are not limited to:

- **Labor** - administrative, clerical, monitoring, bookkeeping
- **Establishing the eligibility** of children meeting the SFSP free meal family size and income guidelines
- **Facilities** - rental of office space, equipment and vehicles
- **Use allowance** - for office equipment
- **Office supplies**
- **Vehicle allowance** - mileage, parking expense
- **Communications** - telephone, postage, advertising
- **Insurance** and indemnification
- **Audits** - organization must receive more than \$300,000 in Federal funds in order for this expense to be allowable
- See *Administrative Guidance for Sponsors* for additional guidance and examples of allowable administrative costs.

You should be allocating only that portion of the administrative cost incurred that benefits the SFSP. If equipment or services were purchased for the sole use of the SFSP, then 100% of that cost would be allocated to the SFSP. Prorate any administrative costs that are not 100% due to the SFSP. For example, you might have an activities program or camp program and spend \$500 on office utilities. However, only 20% of the time spent on administrative work is related to the SFSP. The other 80% is spent on administrative work related to the activity or camp program. Therefore, only 20% of the utility bill (\$100) is considered to be SFSP expense.

## Unallowable Costs

Examples of **Unallowable** costs include, but are not limited to:

- **Cost to purchase food** (including coffee, etc.) **for use outside the SFSP**
- **Cost of meals served to administrative adult personnel**, or any other non-program adults
- **More than one meal per meal service provided to a Program adult**
- **Meals served in violation of Program regulations** - meals served outside approved serving times, meals or components consumed off-site or the cost of meals disallowed based on a USDA review
- **Interest** on loans, bond discounts, costs of financing and refinancing operations, including legal and professional fees in connection therewith
- **Entertainment** - costs of amusements, social activities, and incidental related costs such as costs incurred on field trips for meals, beverages, lodging, rentals, transportation, gratuities, etc
- **Donated labor** - the value of volunteer labor or labor funded through other Federal, State, or local government programs
- **Costs of spoiled or damaged meals**
- **Repayment of overclaims** and other Federal debts
- **Contributions to a contingency reserve** or any similar provision for unforeseen events
- **Fines or penalties** resulting from violations of, or failure to comply with Federal, State, or local laws or regulations
- **Bad debts** which are losses arising from uncollectible accounts and other claims and related costs
- **Capital expenditures** including nonexpendable equipment
- **Fund raising expenses** - financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- **Rental or leasing costs** for buildings, facilities, or equipment if the rental agreement includes option-to-purchase, or for periods beyond the close-out date for Program operations
- **Costs of purchasing land**, acquiring or constructing buildings, or making alterations to existing buildings, or any charges for the use of land or buildings
- **Repairs which materially increase the value or useful life of capital assets** (rebuilding of equipment worth \$500 or more). Improvements to facilities when those improvements are of a permanent nature or when the benefits derived from those improvements exceed the duration of Program operations
- **Depreciation or use allowance** for publicly owned buildings and improvements
- **Rental or leasing costs** may not be charged to the Program for buildings, food service equipment, or vehicles owned by the sponsor
- **Rental or leasing fees** may not be charged to the Program **if fees exceed those normally charged** in the sponsor's locality for comparable buildings, food service equipment, and vehicles
- For vended sponsors:
  - ◇ **the cost of meals delivered by an FSMC to a non-approved site**
  - ◇ **meals served in excess of the approved CAP**
  - ◇ **spoiled or unwholesome meals** or
  - ◇ **meals which do not meet meal requirements or quality standards.**

**ALLOWABLE SUMMER FOOD SERVICE PROGRAM COSTS AND REQUIRED DOCUMENTATION**

OPERATING COSTS		ADMINISTRATIVE COSTS	
Cost	Documentation	Cost	Documentation
<p><b>Food:</b></p> <ul style="list-style-type: none"> <li>-Purchases</li> <li>-Costs associated with getting food</li> <li>-Storing charges</li> </ul> <p><b>Labor:</b></p> <ul style="list-style-type: none"> <li>-Preparing menus</li> <li>-Purchasing/ordering food</li> <li>-Delivering food</li> <li>-Completing the meal production records</li> <li>-Taking the meal count during the meal service</li> <li>-Supervising/assisting children during the meal service</li> <li>-Clean up after the meal service</li> <li>-Supervising food service operations at the site or kitchen level, including the direct supervision of food service staff.</li> <li>-Processing, transporting, storing and handling food and supplies and transporting equipment, food and supplies.</li> </ul> <p><b>Other Costs:</b></p> <ul style="list-style-type: none"> <li>-Non-food items (napkins, kitchen cleaning supplies, etc.)</li> <li>-Utilities for food service</li> <li>-Rental of facilities, equipment, vehicles</li> <li>-Transporting children (rural sites only)</li> <li>-Transporting food</li> <li>-Repairs of kitchen equipment</li> </ul>	<p><b>Food:</b></p> <ul style="list-style-type: none"> <li>-Invoices</li> <li>-Grocery tapes</li> <li>-Delivery receipts</li> <li>-Canceled checks</li> <li>-Receiving reports</li> <li>-Refunds and discounts</li> <li>-Starting and ending inventories</li> </ul> <p><b>Labor:</b></p> <ul style="list-style-type: none"> <li>-Time and attendance documents</li> <li>-Payroll records including benefits</li> </ul> <p><b>Other Costs:</b></p> <ul style="list-style-type: none"> <li>-Invoices</li> <li>-Grocery tapes</li> <li>-Delivery receipts</li> <li>-Canceled checks</li> <li>-Documented method of proration if cost needs to be shared with other programs</li> <li>-Mileage records</li> <li>-Gas receipts</li> <li>-Basis for mileage charges</li> </ul>	<p><b>Labor:</b></p> <ul style="list-style-type: none"> <li>-Completing the sponsor application</li> <li>-Attending sponsor training</li> <li>-Conducting your own training for site and sponsor personnel</li> <li>-Conducting pre-operational and first week visits</li> <li>-Conducting site reviews</li> <li>-Reviewing family size and income forms or school applications (enrolled sites and camps)</li> <li>-Consolidating meal counts for more than one site</li> <li>-Paying food program bills</li> <li>-Payroll activity of summer food staff</li> <li>-Clerical activity</li> <li>-Completing claims for reimbursement</li> <li>-Your time working with USDA when a review is conducted and time spent responding to the review</li> </ul> <p><b>Office Costs:</b></p> <ul style="list-style-type: none"> <li>-Telephone</li> <li>-Postage</li> <li>-Printing</li> <li>-Rent (if special Summer Office needed and special space is rented)</li> <li>-Utilities used for administrative staff</li> </ul> <p><b>Transportation Costs:</b></p> <ul style="list-style-type: none"> <li>-Travel to training</li> <li>-Monitoring sites</li> </ul>	<p><b>Labor:</b></p> <ul style="list-style-type: none"> <li>-Time sheets showing name, activity, and amount of time spent</li> </ul> <p><b>Office Costs:</b></p> <ul style="list-style-type: none"> <li>-Bills</li> <li>-Receipts</li> <li>-Canceled checks</li> <li>-Documented method of proration if cost needs to be shared with other programs</li> <li>-Rental agreement</li> </ul> <p><b>Transportation Costs:</b></p> <ul style="list-style-type: none"> <li>-Mileage records</li> <li>-Gas receipts</li> <li>-Basis for mileage charges</li> </ul>