

MICHIGAN DEPARTMENT OF EDUCATION OFFICE OF HEALTH AND NUTRITION GATEWAY DASHBOARD & PORTAL BASICS

Log in to the Gateway using your MEIS username and password. [LINK TO GATEWAY](#)
(Note: Your MEIS username and password is what you normally use to log in to MEGSplus, MiND, or GEMS/MARS).

The screenshot shows the 'Nutrition Gateway' header with the Michigan Department of Education logo. Below the header are navigation tabs: 'Login', 'Reports', 'Resources', and 'Request Access'. The main content area is titled 'Welcome to the Nutrition Gateway Dashboard and Portal' and contains introductory text and a list of systems accessible through the gateway: Michigan Electronic Grants System (MEGSplus), Michigan Nutrition Data System (MiND), and Grants Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS). To the right is a 'Login' form with fields for 'User Name' and 'Password', and a 'Login' button. Red arrows point from the text 'Proceed to login with your MEIS Login and Password.' to the respective input fields in the login form. At the bottom of the page, there is a footer with links to 'MI.gov', 'Dashboard Home', 'Contact MDE', 'Policies', 'FOIA', 'Compliance', 'Accessibility Policy', and 'Security Policy', along with the copyright notice 'Copyright 2019 State of Michigan'.

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>> [Link to MDE Nutrition Gateway User Guide](#) <<

MICHIGAN DEPARTMENT OF EDUCATION OFFICE OF HEALTH AND NUTRITION GATEWAY DASHBOARD & PORTAL BASICS

Dashboard – Once logged, in your screen will look something like this. You will see on your screen the specific programs you have access to. You may not have all the programs shown.

The screenshot shows the Nutrition Gateway Dashboard with the following sections:

- Applications - MEGSplus**: Lists School Nutrition Program, Child and Adult Care Food Program - Centers, Summer Food Service Program, Fresh Fruit and Vegetable Program, and SNAP Equipment Assistance Grant.
- Claims & Reimbursement - MIND**: Lists School Nutrition Program, Child and Adult Care Food Program - Centers, and Summer Food Service Program.
- Reviews - GEMS / MARS**: Lists Child and Adult Care Food Program - Centers, Summer Food Service Program, SNAP 2018, and School Nutrition Program.
- Approvals and Payments - MIND**: Includes a table for Fresh Fruit and Vegetable Program.
- Findings and Corrective Action - GEMS/MARS**: Lists School Nutrition Program, Summer Food Service Program, Child and Adult Care Food Program, Food Distribution Program, and Fiscal Administrative Services Team.
- Agency Forms - GEMS/MARS**: Lists DPSP Field Trip Notification Form template, Completed DPSP Field Trip Notification Forms, Community Eligibility Provision Form template, and Completed Community Eligibility Provision Forms.
- Annual Collections - MIND**: Lists School Nutrition Authority - Verification Collection Report.

Amount	School Year- 2019 (October - June)	School Year- 2018 (July - September)
Allocation	\$147,050	\$13,415
Approved	\$149,823	\$12,151
Disbursement	\$147,050	\$12,151
Remaining Allocation	\$0	\$1,264

If you have access to more than one Agency, click on the dropdown menu (#1), choose your Agency, and then click Select (#2).

This screenshot shows the same dashboard as above, but with a dropdown menu open for agency selection. Red arrows point to the dropdown menu (#1) and the 'Select' button (#2).


The dropdown menu lists:

- Agency #1
- Agency #2
- Agency #3

Applications - MEGSplus – Shows all programs the agency participates in and the two most recent applications with their statuses.

*If you have security access, you will be able to click through and access the application.

- Click on the school year under the program title to be taken to that application in the MEGSplus system.



Applications - MEGSplus ✓

School Nutrition Program

- [2020](#) - Application Submitted - 06/11/2019
- [2019](#) - Approved - 03/08/2019

Child And Adult Care Food Program - Centers

- [2020](#) - In Progress - 07/17/2019
- [2019](#) - Approved - 05/09/2019

Summer Food Service Program

- [2019](#) - Approved - 08/20/2019
- [2018](#) - Approved - 08/19/2018

Fresh Fruit and Vegetable Program

- [2020](#) - Application Submitted - 04/22/2019
- [2019](#) - Grant Funds Available - 02/06/2019

NSLP Equipment Assistance Grant

- [2020](#) - Grant Funds Available - 04/25/2019
- [2015](#) - Grant Funds Available - 02/22/2017

- Click on the heading, **Applications – MEGSplus**, to be taken directly to the system’s Quick Search menu, *(if you have access)*.

Claims & Reimbursement - MiND – Shows all programs that the agency participates in and the last three claims.

*If you have access, you will be able to click through and access the claim.

- Click on the month and year under the application to be taken to that claim in the MiND system.

\$ Claims & Reimbursement - MiND ✓ x

School Nutrition Program

- [June 2019](#) - \$138,984.06 Certified on 06/19/2019
- [May 2019](#) - \$827,661.03 Certified on 06/17/2019
- [April 2019](#) - \$669,377.03 Certified on 05/16/2019

Child and Adult Care Food Program - Centers

- [June 2019](#) - \$2,037.57 Certified on 07/10/2019
- [May 2019](#) - \$34,636.28 Certified on 06/27/2019
- [April 2019](#) - \$36,334.87 Certified on 06/17/2019

Summer Food Service Program

- [August 2019](#) - Original Claim to be completed
- [July 2019](#) - \$105,105.58 Certified on 08/08/2019
- [June 2019](#) - \$58,941.02 Certified on 07/10/2019

- Click on the heading, **Claims & Reimbursement - MiND** to be taken directly to the Home page of the claims system (*if you have access*).

Reviews - GEMS/MARS – Shows the programs the agency participates in and the two most recent reviews and their statuses.

*If you have access, you will be able to click through and access the review.

- Click on links under program name to see the necessary tasks. Click on the wording within the task to be taken to the GEMS/MARS system and access the review.



The screenshot shows a window titled "Reviews - GEMS / MARS" with a close button (X) in the top right corner. The window contains a list of review tasks organized by program:

- **Child and Adult Care Food Program - Centers**
 - [Sponsoring Org Administrative Review](#) - Active - 7/19/2017
- **Summer Food Service Program**
 - [Default Review Type](#) - Active - 7/16/2016
 - [Documentation Received \(FY 16\)](#) - Active - 6/7/2016
- **SFSP 2018**
 - [Default Review Type](#) - Closed - 7/27/2018
- **SFSP 2019**
 - [Default Review Type](#) - Active - 8/20/2019
- **School Nutrition Program**
 - [Resource Management Review](#) - Closed - 12/1/2017
 - [Administrative Review](#) - Closed - 11/14/2017

- Click on the heading, **Reviews - GEMS/MARS**, to be taken to the "My Review Information" page of the system (*if you have access*).



Findings and Corrective Action – GEMS/MARS – Click on the program name to be taken to GEMS/MARS to see finalized findings reports for each of the participating programs.

*If you have access, you will be able to click through and access the report.

☑ **Findings and Corrective Action - GEMS/MARS** ✓ x

- School Nutrition Program
- Summer Food Service Program
- Child and Adult Care Food Program
- Food Distribution Program
- Fiscal Administrative Services Team

Agency Forms – GEMS/MARS – *If you have access, you will be able to click on the completed form to be taken directly to that form.

 **Agency Forms - GEMS/MARS** 

x

- SFSP Field Trip Notification Form template
- Completed SFSP Field Trip Notification forms
- Community Eligibility Provision Form template
- Completed Community Eligibility Provision forms

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Approvals and Payments – MiND – Payment information for the Fresh Fruit and Vegetable Program (FFVP), The Emergency Food Assistance Program (TEFAP), and the Commodity Supplemental Food Program (CSFP) is displayed for your agency if applicable.

*If you have access you will be able to click on the title to access the MiND system.

Approvals and Payments - MiND

The Emergency Food Assistance Program

Amount	Fiscal Year 2019	Fiscal Year 2018
Total Allocations	\$27,307	\$21,731
Total Approved Costs to Date	\$18,744	\$21,731
Total Payments Received	\$18,744	\$21,731
Allocation Available to Date	\$8,563	\$0

Approvals and Payments - MiND

Commodity Supplemental Food Program

Amount	Fiscal Year 2019	Fiscal Year 2018
Total Allocations	\$5,501	\$6,233
Total Approved Costs to Date	\$10,041	\$8,867
Total Payments Received	\$5,501	\$6,233
Allocation Available to Date	\$0	\$0

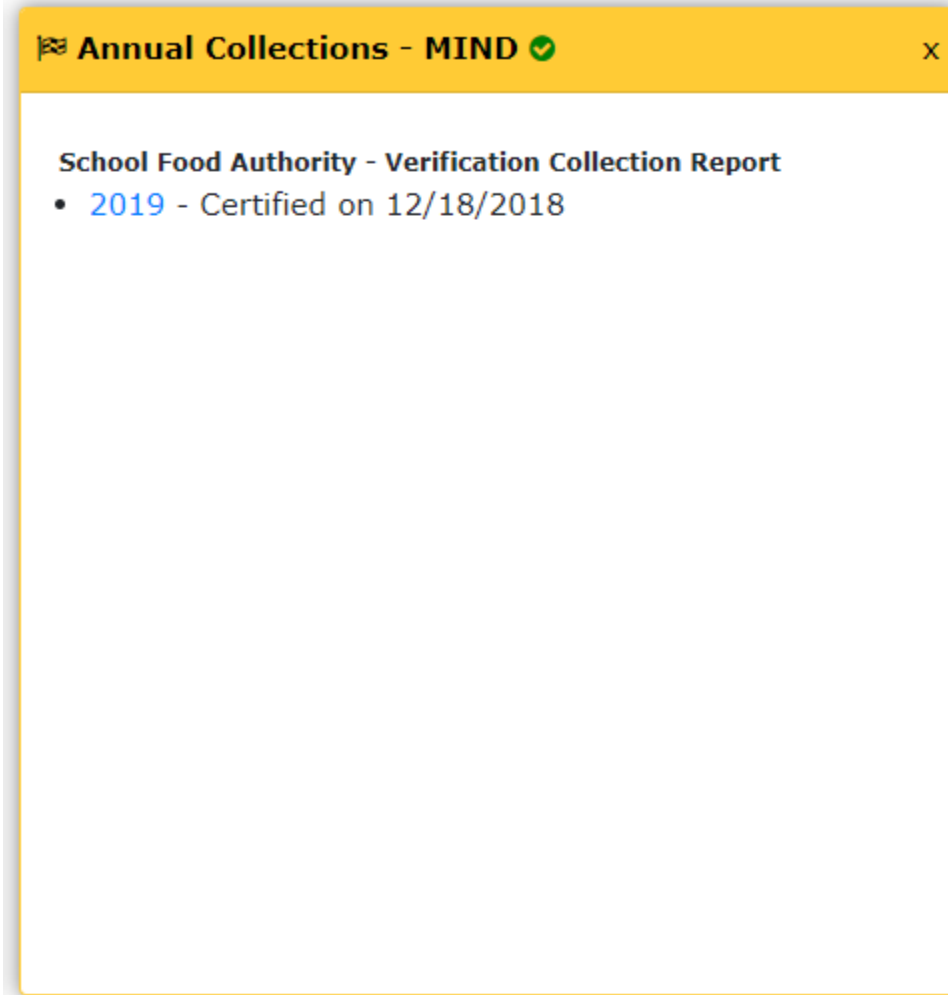
Approvals and Payments - MiND

Fresh Fruit and Vegetable Program

Amount	School Year 2019 (October - June)	School Year 2018 (July - September)
Allocation	\$147,050	\$13,445
Approved	\$149,823	\$12,151
Disbursement	\$147,050	\$12,151
Remaining Allocation	\$0	\$1,294

Annual Collections – MiND – Displays the status of your most recent School Food Authority Verification Collection Report (SFA-VCR) and School Meals Program School Lunch Year End Report (SLYER) if applicable to your agency.

*If you have access you will be able to click on the year to access the MiND system.



Calendar – Lists program deadlines and events

1. Click on the << or >> to view a different month.
2. Click on a specific date to see details of events for that day.
3. Click on **Today** to see the events happening on today's date.
4. **Calendar Filter** - Click on the + or - to open and close the calendar filters. Use this to specify Program Types, Function Types, and Others, then click on Filter Events to make the changes.
5. **Upcoming Events** – Lists all events for the month and filter chosen.

The screenshot displays a web-based calendar interface. At the top, it shows the month of August 2019 with navigation arrows. The calendar grid highlights the 27th as 'Today'. Below the calendar is a 'Calendar Filter' section with three categories: Program Types (SNP, SFSP, CACFP, FFVP, TEFAP, CSFP, PLGFVP), Function Types (Applications, Claims, Reviews), and Others (Training, Direct Certifications). A 'Filter Events' button is located below these options. The 'Upcoming Events' section lists two events: '09/10/2019 - Date of Review' and '06/30/2020 - NSLP EAG - Deadline for submission'. Red arrows in the original image point to the navigation arrows, the 'Today' button, and the 'Calendar Filter' header.

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Calendar Filter

Program Types
 SNP SFSP CACFP FFVP TEFAP CSFP PLGFVP

Function Types
 Applications Claims Reviews

Others
 Training Direct Certifications

Filter Events

Upcoming Events

- 09/10/2019 - Date of Review
- 06/30/2020 - NSLP EAG - Deadline for submission