

10 Cents a Meal Invoice System User Guide

Preparing an upload template

1. Open the 10 Cents a Meal invoice submission template. You must use this template. Do not alter the column headings.
 - a. Most of the reported submission errors come from adding columns, subtotals, blank lines, and changing the text of the column headers.
All these changes will cause upload errors.
2. Type or copy/paste the purchased items.
3. Required fields:
 - a. Product
 - b. Farm
 - c. Farm County
 - d. \$ Amount
 - i. This is the total dollar amount for that purchase. For example, if you purchased six cases of tomatoes, at \$50/case, you would enter the total, which is \$350.
4. Save the template on your computer with a name that makes sense to you. For example, October Farmer's Market, or July GFS.

Submitting the data

1. Log in to your GEMS/MARS account located in your MiLogin for Business account and click on the task, "The 10 Cent Submission window for 2023-2024 has been opened. Click here to start a new submission".
2. If you don't see the task: "The 10 Cent Submission window for 2023-2024 has been opened. Click here to start a new submission" you may not have access to GEMS/MARS. Please double check that you have completed each of the steps below.

*If you have already completed any step, skip that step, and move on to the next.

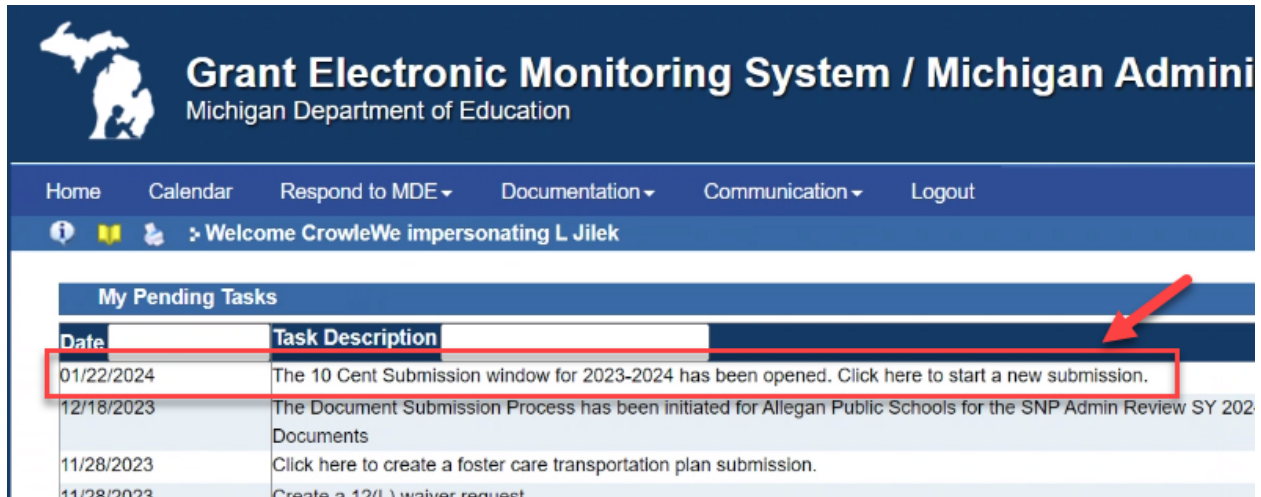
 - a) [Create a MEIS account](#) if you do not already have one. DO NOT create additional MEIS accounts. This will cause problems in the systems.
 - b) [Create a MiLogin for Business account.](#)
 - c) [Link your MEIS and MiLogin for Business account.](#)
 - d) [Request GEMS/MARS link in MiLogin for Business account](#) (This is a link to GEMS/MARS. It does not give you access to the system.
 - e) [Request GEMS/MARS System Access](#) (Specific grant and program access).

If you have followed all these steps above and are not granted access within 48 hours, email mde-gems-ohns@michigan.gov and ask for assistance.

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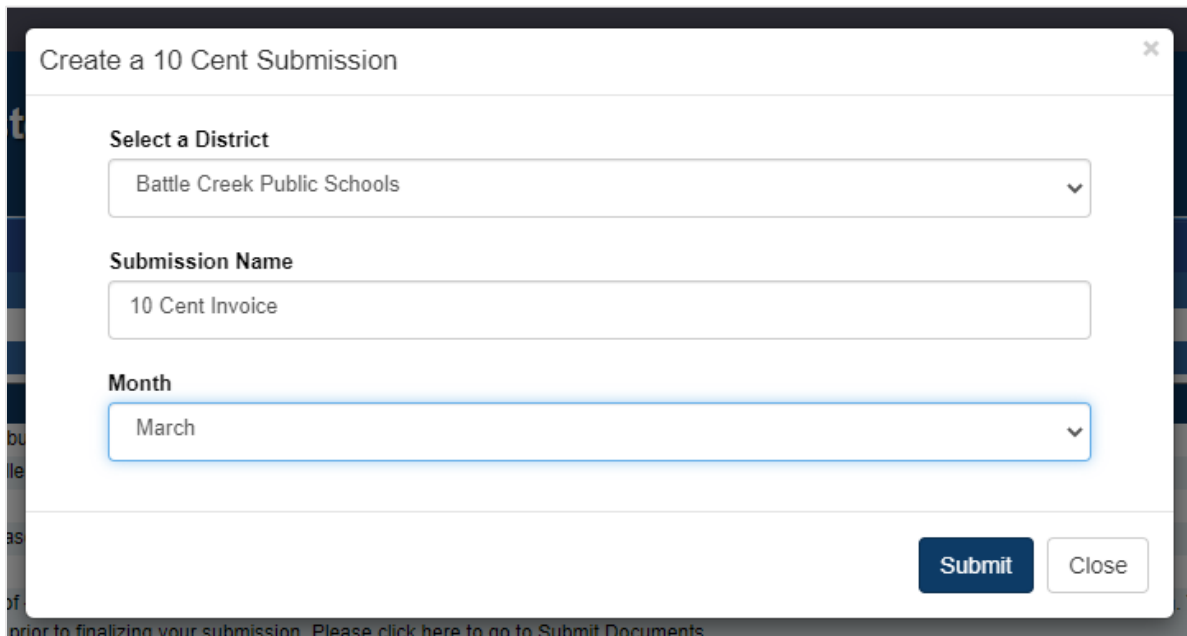
Finding the 10 Cent Meal Invoice in GEMS/MARS

1. Under "My Pending Tasks," select "The 10 Cent Submission window for 2023-2024 has been opened. Click here to start a new submission."



Date	Task Description
01/22/2024	The 10 Cent Submission window for 2023-2024 has been opened. Click here to start a new submission.
12/18/2023	The Document Submission Process has been initiated for Allegan Public Schools for the SNP Admin Review SY 202 Documents
11/28/2023	Click here to create a foster care transportation plan submission.
11/28/2023	Create a 12(1) waiver request

2. A window will then pop up on the page where you can select the District and Month you are submitting invoice data for. In addition, you can give the submission a title, such as the distributor. Then click "Submit."



Create a 10 Cent Submission

Select a District
Battle Creek Public Schools

Submission Name
10 Cent Invoice

Month
March

Submit Close

prior to finalizing your submission. Please click here to go to Submit Documents

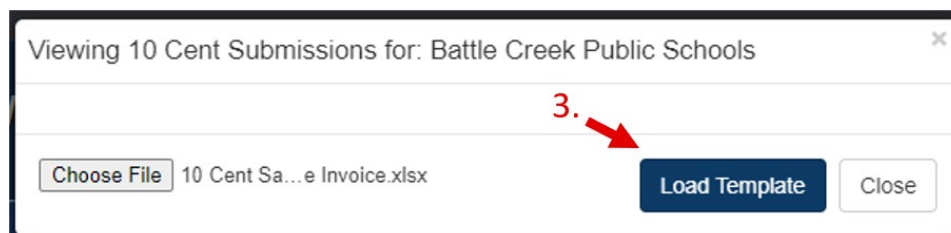
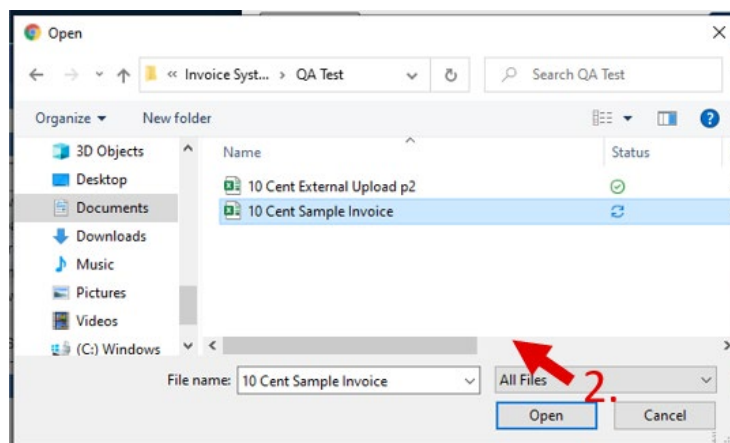
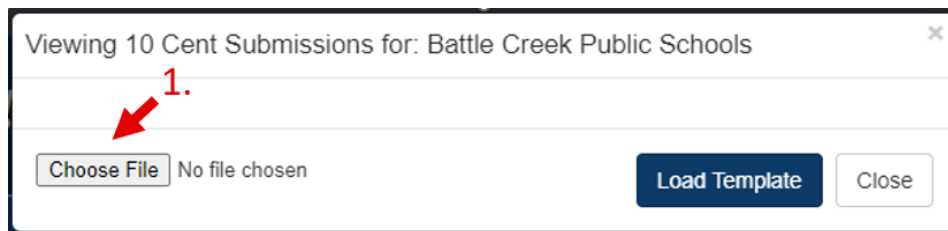
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- Your new submission will now appear at the top of "My Pending Tasks." Click on this new task.

My Pending Tasks	
Date	Task Description
03/07/2022	You have initiated a new submission with the name of 10 Cent Invoice. Please click here to view.
03/04/2022	You have started the process for a board member training reimbursement called: July training. Please
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by ME
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/24/2022	The Application window for AAA - TEST with an application ID of {nameofapps} for the 21st Century C

My Public Responses

- A pop-up will then appear for you to upload your prepared invoice Excel file template.
 - Step 1: click on "Choose File".
 - Step 2: select your relevant Excel file.
 - Step 3: click on "Load Template." As a reminder, these fields are required in your Excel file: **Produce Item, Farm, Farm County, and Cost Amount.**



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These Fields are Required:

	A	B	C	D	E	F
1	Product:	Farm:	Farm County:	Other Vendor/Supplier (if applicable) 1:	Other Vendor/Supplier (if applicable) 2:	\$ Amount:
2	Apples, Whole	Happy Apple Farm	Oceana	Vaneerden		70.5
3	Bell Peppers, Green	Pepper Palace Farm	Kent	GFS		32.08
4						
5						

You should then see a pop-up with the message: "Data submitted successfully."



Checking the Status of Your Submission

1. To check the status of your submission, log-in to GEMS/MARS. From here, click on the submission you want to check. Under the column "Submission Status," you can view which invoices have been approved or disallowed.

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	\$ Amount	Submission Status	Batch
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Apples, whole 40lb	Riveridge Produce	Kent County	Gordon Food Service		\$230.94	Submitted	
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Apples, sliced 100 -2z	Peterson Farms Fresh, Inc.	Oceana County	Gordon Food Service		120.68	Submitted	
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Cherries, dried 4#	Traverse Bay Fruit Co.	Grand Traverse County	Gordon Food Service		57.32	Submitted	
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Lettuce, Spirit Mix 1#	Artesian Farm	Berrien County	Artesian Farm		252	Submitted	

Once your data shows "submitted" status, there are no further actions needed. The MDE team will approve or disallow each line item in regular batches. Payments will be disbursed bimonthly via State Aid Management System (SAMS) or via fiduciary agent.