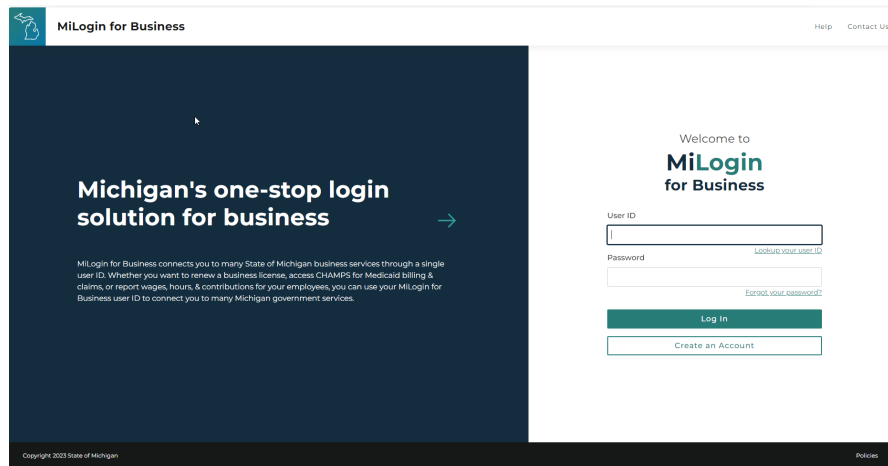
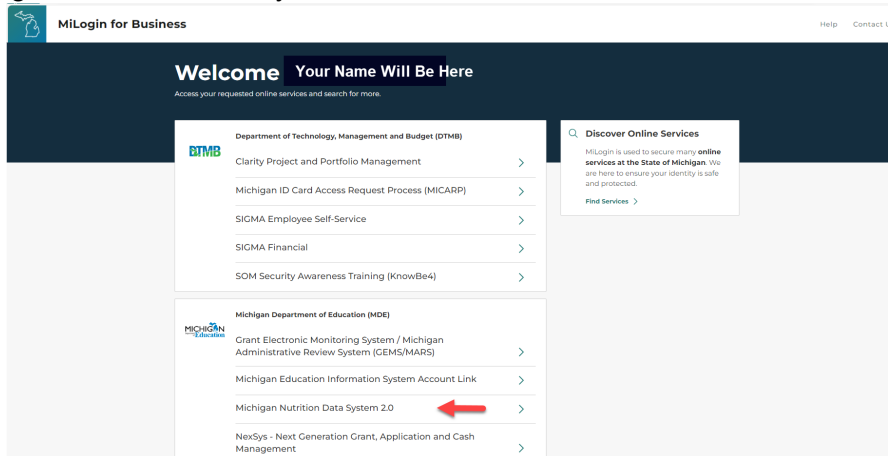


HOW TO CLAIM IN ANY OF THE CHILD NUTRITION PROGRAMS)

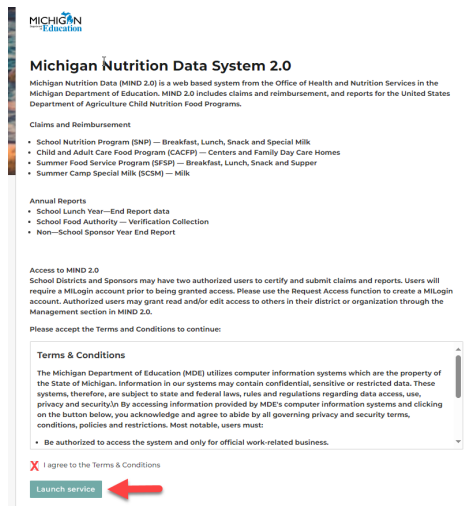
1. Log in to your MiLogin for Business account.



2. Choose Michigan Nutrition Data System 2.0 from the Menu.

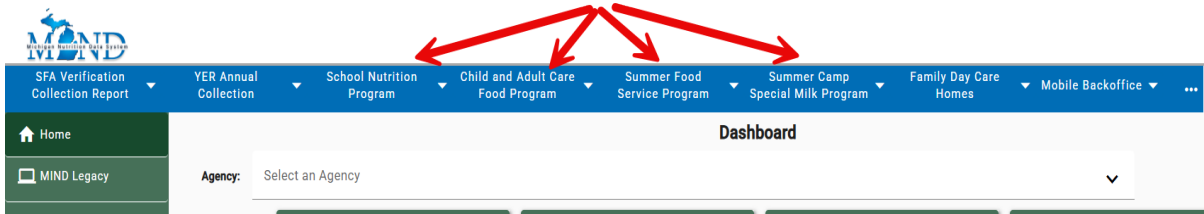


3. Click the Acknowledge/Agree button.



HOW TO CLAIM IN ANY OF THE CHILD NUTRITION PROGRAMS)

4. Click on the appropriate child nutrition program.



MAIN MENU (SNP Claim Example)

5. You should see your sponsor number in the sponsor box. If you are assigned more than one district, you will see a drop-down menu displaying all sponsor numbers associated with you. Select the sponsor number for which you would like to submit claims.

Claim Month	Validity	Actions	Claim Inputs	Claim Details	Status	MSM Reimbursement	USDA Reimbursement	Total Reimbursement
July 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Claim in Progress	\$0.00	\$0.00	\$0.00
August 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 09-22-2025 @ 12:46 PM	\$24,120.46	\$109,496.54	\$133,617.00
September 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 10-13-2025 @ 11:05 AM	\$93,109.88	\$426,537.42	\$519,647.30
October 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 11-13-2025 @ 02:24 PM	\$98,161.74	\$449,629.62	\$547,791.36
November 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 12-11-2025 @ 10:53 AM	\$70,504.60	\$322,777.07	\$393,281.67
December 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 01-13-2026 @ 10:58 AM	\$59,978.66	\$273,993.86	\$333,972.52
January 2026	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 02-13-2026 @ 09:43 AM	\$67,151.32	\$307,496.79	\$374,648.11
February 2026	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Claim in Progress	\$0.00	\$0.00	\$0.00

HOW TO CLAIM IN ANY OF THE CHILD NUTRITION PROGRAMS)

6. Click on the month you want to enter a claim for. The claim is available if it states, "To Be Completed."

Claim Month	Validity	Actions	Claim Inputs	Claim Details	Status	MSM Reimbursement	USDA Reimbursement	Total Reimbursement
July 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Claim in Progress	\$0.00	\$0.00	\$0.00
August 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 09-22-2025 @ 12:46 PM	\$24,120.46	\$109,496.54	\$133,617.00
September 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 10-13-2025 @ 11:05 AM	\$93,109.88	\$426,537.42	\$519,647.30
October 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 11-13-2025 @ 02:24 PM	\$98,161.74	\$449,629.62	\$547,791.36
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December 2025	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 01-13-2026 @ 10:58 AM	\$59,978.66	\$273,993.86	\$333,972.52
January 2026	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Certified by on 02-13-2026 @ 09:43 AM	\$67,151.32	\$307,496.79	\$374,648.11
February 2026	Yes	Certify Pause	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y	Claim in Progress	\$0.00	\$0.00	\$0.00

SPONSOR SUMMARY AND SITE SELECTION (SPONSOR SUMMARY TAB)

7. Sponsor Summary Details will be displayed in the table as shown below. This information is aggregated from all of the site information entered in steps below.

Sponsor Summary Details Update Claims

Flags: Performance Based Reimbursement, Community Eligibility Provision, Michigan School Meals, Additional 2 Cents

Meal	Total Meals Served	Total Paid Meals	Total Free Meals	Total Reduced Price Meals	Number of Days Served	Number of Site(s)
Breakfast	55915	11513	44402	0	22	15
Lunch	80868	16808	64032	28	22	15
Snack	2799	0	2799	0	22	10

Enrollment Information

Enrollment Information (Highest Number of Eligible Students during the Claim Month):

Student Enrollment: 6181	Free Applications: 11	Reduced Price Applications: 2
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Enrollment Information as on October 31st

Enrollment Information (Eligible Students on October 31st):

Student Enrollment: 6181	Free Applications: 2454	Reduced Price Applications: 149
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HOW TO CLAIM IN ANY OF THE CHILD NUTRITION PROGRAMS)

8. If you have multiple sites, use the dropdown arrow and choose the site OR scroll down to and click 'Edit' for the appropriate site.

Site Section

Site:

Site Name: _____ Last Edit On: 11/13/2025 01:06:54 PM

Flags: Community Eligibility Provision, CEP Percentage: 79.41%, Michigan School Meals, Severe Need Breakfast, Breakfast Mandate, Snack Code - Area Eligible, Public **Edit**

Meal	Total Meals Served	Total Paid Meals	Total Free Meals	Total Reduced Price Meals	Number of Days Served
Breakfast	6201	1277	4924	0	22
Lunch	7136	1469	5667	0	22
Snack	192	0	192	0	8

Enrollment Information

Enrollment Information (Highest Number of Eligible Students during the Claim Month):

Student Enrollment: 498 Free Applications: 0 Reduced Price Applications: 0

Enrollment Information as on October 31st

Enrollment Information (Eligible Students on October 31st):

INPUT CLAIM DATA (SITE EDIT SCREEN)

- 9. **First:** Chose the site name (if applicable).
- Second:** Enter the appropriate claim information for each of the outlined boxes.
- Third:** Click Save to save the claim.
- Fourth:** Click Next to go to the next site (if applicable).

Site Edit Section

Site: ▼ Previous Next Request Exemption

Site Name: Auburn Elementary School (090100150) Last Edit On: 11/13/2025 01:06:54 PM

Flags: Community Eligibility Provision, CEP Percentage: 79.41%, Michigan School Meals, Severe Need Breakfast, Breakfast Mandate, Snack Code - Area Eligible, Public **Save**

Meal	Total Meals Served	Total Paid Meals	Total Free Meals	Total Reduced Price Meals	Number of Days Served
Breakfast	<input type="text" value="6201"/>	1277	4924	0	<input type="text" value="22"/>
Lunch	<input type="text" value="7136"/>	1469	5667	0	<input type="text" value="22"/>
Snack	<input type="text" value="192"/>	0	192	0	<input type="text" value="8"/>

Enrollment Information

Enrollment Information (Highest Number of Eligible Students during the Claim Month):

*Student Enrollment: Free Applications: 0 Reduced Price Applications: 0

Enrollment Information as on October 31st

Enrollment Information (Eligible Students on October 31st):

Student Enrollment: Free Applications: Reduced Price Applications:

HOW TO CLAIM IN ANY OF THE CHILD NUTRITION PROGRAMS)

CERTIFY THE CLAIM (SPONSOR SUMMARY TAB)

10. Once all the claims are entered for all sites, you can certify the claim. If you do not have all the data for all the sites, or if there is an error or issue, you should still certify the claim. **DO NOT WAIT** if there is a problem as you can amend the claim an unlimited amount of times within the 60-day deadline.

Claim Month	Validity	Actions	Claim Inputs	Claim Details
July 2025	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
August 2025	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
September 2025	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
October 2025	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
November 2025	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
December 2025	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
January 2026	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
February 2026	Yes	<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 15 CEP: 14 MI Meals: 14	PBR: Y Addnl 2c: Y
March 2026		<input type="button" value="Certify"/> <input type="button" value="Pause"/>	Sites: 0 CEP: 0	PBR: N

School Nutrition Program Summer Food Service Program Mobile Backoffice

Claim Totals

Verify the total is correct, then click the "Confirm" button on the bottom of this page. If incorrect, return to [Sponsor Summary Page](#) and make corrections to the claim data.

Sponsor Summary Details

Flags: Performance Based Reimbursement, Community Eligibility Provision, Michigan School Meals, Additional 2 Cents

Meal	Total Meals Served	Total Paid Meals	Total Free Meals	Total Reduced Price Meals	Number of Days Served	Number of Site(s)
Breakfast	100	21	79	0	11	15
Lunch	100	21	79	0	11	15
Snack	25	0	25	0	2	10

Enrollment Information

Enrollment Information (Highest Number of Eligible Students during the Claim Month):

Student Enrollment: 600	Free Applications: 0	Reduced Price Applications: 0
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Estimated Reimbursement

Admin Certification

Admin Certification History:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).