



STATE OF MICHIGAN
 DEPARTMENT OF EDUCATION
 LANSING

GRETCHEN WHITMER
 GOVERNOR

MICHAEL F. RICE, Ph.D.
 STATE SUPERINTENDENT

**ADMINISTRATIVE MEMO NO. 1
 SCHOOL YEAR 2025-2026**

DATE: August 20, 2025

SUBJECT: Child and Adult Care Food Program (CACFP)
 Claim Submission Due Date and 60-Day Deadline Schedule

The United States Department of Agriculture (USDA) regulations require that Claims for Reimbursement for the National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), School Breakfast Program (SBP), Special Milk Program (SMP), and Afterschool Snacks in Afterschool Care Programs be submitted to the Michigan Department of Education (MDE) within 60 days of the last day of the month claimed.

Claim Due Dates and Final Deadlines: The following deadlines must be met to receive reimbursement:

Claim Month	Due Date	Final Deadline
July	August 10	September 29
August	September 10	October 30
September	October 10	November 29
October	November 10	December 30
November	December 10	January 29
December	January 10	March 1 (Feb. 29 if leap year)
January	February 10	April 1 (March 31 if leap year)
February	March 10	April 29
March	April 10	May 30
April	May 10	June 29
May	June 10	July 30
June	July 10	August 29

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Claim Submission: Claims are submitted by logging in to [MiLogin for Business](#), selecting Michigan Nutrition Data System 2.0 (MIND 2.0) and then entering your data in the specific month and site.

Do Not Combine Claims: Submit meal counts for each month on a separate claim, regardless of how many days meals were served. For example, if July only had two meal service days, do not add these days to June or August.

For further support there are resources at: [Michigan Nutrition Data System 2.0](#)
Questions regarding the content of this memo may be directed to mde-fiscal@michigan.gov