Child and Adult Care Food Program (CACFP)
Claim System Instructions

SNP CLAIM SYSTEM ACCESS:
[Michigan Education Information System Home Page](#)
Child Nutrition Programs (CNP)
Claim and Payment Systems: MiND Michigan Nutrition Data System

MiND LOGIN SCREEN:
Enter your MEIS Login and Password and click **Login**.

MiND HOME PAGE:
Click on: Child and Adult Care Food Program (CACFP) Claims.

MAIN MENU (CACFP Claims Tab):
Click on the appropriate month to enter claim information.

SPONSOR SUMMARY AND SITE SELECTION (Sponsor Summary Tab):
Click on Enter/Edit Site Data for first site.
Claim data for all sites will be compiled under Sponsor Summary.

SITE EDIT (Site Edit Tab):
Click **Save** after entering or amending claim data.

Multi-site sponsors can either click **Next Site** to move to the next building or return to the Site Listing and click **Enter/Edit Site Data** for each site.

Errors will be displayed under the site name. All errors must be corrected in order to certify the claim. If there are no errors, "Site information saved successfully" will be displayed.

The claim must be certified after all claim data has been entered or amended.

CERTIFY ON SPONSOR SUMMARY OR MAIN MENU:
Certify the claim after all data has been entered and saved.
If the original claim is amended, it must be re-certified.

The claim can be certified on the Sponsor Summary screen.

The claim can also be certified on the Main Menu.

CERTIFICATION:
Verify the data then click **YES** to certify that the claim is true and correct.

MAIN MENU (CACFP Claims Tab):
The date/time the claim was certified and amount of reimbursement can be viewed.
Click on the **Report** button to view the Status Report for the claim.