

# School Nutrition Program (SNP) Claim System Instructions

## SNP CLAIM SYSTEM ACCESS:

- Michigan Education Information System (MEIS): [www.michigan.gov/meis](http://www.michigan.gov/meis)
- Child Nutrition Programs (CNP)
- Claim and Payment Systems: MiND Michigan Nutrition Data System

### Child Nutrition Programs (CNP)

- [Child Nutrition Program Security Agreement](#) PDF
- **Program Applications**
  - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
  - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim and Payment Systems**
  - [MiND Michigan Nutrition Data System](#)
    - Summer Camp Special Milk Program (SCSM) Claims
    - Summer Food Service Program (SFSP) Claims
    - Fresh Fruit and Vegetable Program (FFVP) Claims
    - Commodity Supplemental Food Assistance Program (CSFP) Payments
    - The Emergency Food Assistance Program (TEFAP) Payments
    - Community Eligibility Provision (CEP) Application
    - School Food Authority - Verification Collection Report (SFA-VCR)

## MiND LOGIN SCREEN:

Enter your MEIS Login and Password and click **Login**.



**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MiND Home | Contact for MiND | MDE Home

**Welcome to MiND!**

The Michigan Nutrition Data (MiND) system was developed by the Office of School Support Service (OSSS), Michigan Department of Education (MDE) to integrate several subsystems supporting the Child Nutrition Programs offered by the United States Department of Agriculture (USDA).

**The Claims and Reimbursement Systems:**

- School Nutrition Program
- Child and Adult Care Food Program
- Summer Camp Special Milk Program
- Summer Food Service Program

**The Allocation and Payment Systems:**

- Fresh Fruit and Vegetable Program
- The Emergency Food Assistance Program
- Commodity Supplemental Food Program

**Application Processing System:**

- Community Eligibility Provision

**Annual Report Collection Systems:**

- School Lunch Year-End Report data
- School Food Authority - Verification Collection

**MiND Login**

**Login**

[Forgot Login/Password?](#)

**MiND HOME PAGE:**

Click on: School Nutrition Program (SNP) Claims.

**Michigan Nutrition Data System**  
Department of Education

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**Michigan Nutrition Data System - MiND**

MiND Home Page

MiND Logoff

**Click Here**

**School Nutrition Program (SNP) Claims**

The School Nutrition Program Claims System has been integrated into the new Michigan Nutrition Data System (MiND). The process remains the same to submit claim data. Please remember: Do not combine any claim months, submit each month separately and remember to Certify each claim after it is complete.

**MAIN MENU (SNP Claims Tab):**

Click on the appropriate month to enter claim information.

**Michigan Nutrition Data System**  
Department of Education

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**School Nutrition Program Claims System**

Main Menu

MiND SNP Claims User Management Help Logoff

MiND SNP Claims

Sponsor: \_\_\_\_\_ Fiscal Year: **October 1, 2013 - September 30, 2014** Set

Name: \_\_\_\_\_

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
October - 2014		Certify		Report	0
November - 2014		Certify		Report	0
December - 2014		Certify		Report	0
January - 2014		Certify		Report	0
February - 2014		Certify		Report	0
March - 2014		Certify		Report	0
April - 2014		Certify		Report	0
May - 2014		Certify		Report	0
June - 2014		Certify		Report	0
July - 2014		Certify		Report	0
August - 2014		Certify		Report	0
September - 2014		Certify		Report	0

Total Claim Reimbursement Year To Date

**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.

**Sponsor Summary**

Fiscal Year: 2014 (October 1, 2013 - September 30, 2014)  
 Claim Month: October - 2014

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	12590	2827	9196	567	6	1489	208	3053
Lunch	35437	10693	21820	2588	6			
Snacks	414	0	414	0	1			

**Performance Based Reimbursement**

Eligible (SNP PBR)

**Site Selection**

Site:

**Site Listing**

Site Name:  Last Edit On: Nov 5 2013 2:49PM  
 Site Status:

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	1595	165	1362	61	21	367	74	879
Lunch	9627	3861	4845	921	21			

Site Name:  Last Edit On: Nov 5 2013 2:50PM  
 Site Status:

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	761	132	616	33	21	87	4	116
Lunch	655	33	612	10	21			

**SITE EDIT (Site Edit Tab):**

- Non-CEP sites: enter meal counts, days served, number of eligible students and enrollment.
- CEP sites: enter total servings, days served, and enrollment.
- 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.

Michigan Nutrition Data System  
Department of Education

School Meals Program Claims System

Site Edit

MND | SNP Claims | Sponsor Summary | **Site Edit** | User Management | Help | Logoff

MND | SNP Claims | Sponsor Summary | Site Edit

Sponsor: Community Schools (12010) Fiscal Year: 2014 (October 1, 2013 - September 30, 2014)

Site: High School (120100744) Go Claim Month: October - 2014

Next Site-->

Site Details

Site Name: High School (120100744) Last Edit On: Nov 5 2013 2:46PM

Site Status: Severe Need Breakfast

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		
						Free	Reduced Price	Student Enrollment
Breakfast	1595	185	1369	61	21	357	74	879
Lunch	9627	3861	4845	921	21			

Click Save Button After Entering or Amending Above Data

Save Exceeds Attendance Factor

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.**

Michigan Nutrition Data System  
Department of Education

School Meals Program Claims System

Site Edit

MND | SNP Claims | Sponsor Summary | **Site Edit** | User Management | Help | Logoff

MND | SNP Claims | Sponsor Summary | Site Edit

Sponsor: Community Schools (12010) Fiscal Year: 2014 (October 1, 2013 - September 30, 2014)

Site: High School (120100744) Go Claim Month: October - 2014

Next Site-->

Site information saved successfully

- Remember to Certify this claim after all site data has been entered and saved. If you are amending the original claim it must be recertified.
- To certify this claim, go to the Sponsor Summary Page.

Site Details

Site Name: High School (120100744) Last Edit On: Nov 5 2013 2:46PM

Site Status: Severe Need Breakfast

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Number of Eligible Students		
						Free	Reduced Price	Student Enrollment
Breakfast	1595	185	1369	61	21	357	74	879
Lunch	9627	3861	4845	921	21			

Click Save Button After Entering or Amending Above Data

Save Exceeds Attendance Factor

- 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.

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Department of Education

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**School Nutrition Program Claims System**

**Sponsor Summary**

MiND | SNP Claims | **Sponsor Summary** | User Management | Help | Logoff

MiND / SNP Claims / Sponsor Summary

Sponsor: **Community Schools** | Fiscal Year: **2014 (October 1, 2013 - September 30, 2014)** | Claim Month: **October - 2014**

**Certify**

**Sponsor Summary**

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		Student Enrollment
						Free	Reduced Price	
Breakfast	12590	2827	9196	567	6	1489	208	3053
Lunch	35407	10993	21826	2588	6			
Snacks	414	0	414	0	1			

Admin Certification Notes:

The claim can also be certified on the Main Menu.

**Michigan Nutrition Data System**  
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Michigan.gov Home | MiND Home | Contact for MiND | MDE Home

**School Nutrition Program Claims System**

**Main Menu**

MiND | **SNP Claims** | User Management | Help | Logoff

MiND / SNP Claims

Sponsor: [ ] | Fiscal Year: **October 1, 2013 - September 30, 2014** | Set

Name: **Community Schools**

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
<b>October - 2014</b>	Ready To Certify	<b>Certify</b>	\$95,813.15	<b>Report</b>	0

**CERTIFICATION:**

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

**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MIND Home | Contact for MIND | MDE Home

**School Meals Program Claims System**

Certification

MIND | SNP Claims | Certification | User Management | Help | Logoff

MIND / SNP Claims / Certification

Sponsor: Community Schools | Fiscal Year: 2014 (October 1, 2013 - September 30, 2014) | Claim Month: October - 2014

**Claim Totals**

Verify that total is correct, then click the "Yes" button on the bottom of this page. If incorrect, return to Sponsor Summary Page and make corrections to the claim data.

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Number of Eligible Students		
						Free	Reduced Price	Student Enrollment
Breakfast	12590	2827	9196	567	6	1489	208	3053
Lunch	35407	10993	21828	2588	6			
Snacks	414	0	414	0	1			

I certify that this claim is true and correct, that records are available to support it, and that it is in accordance with the terms of the existing agreement. I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Yes  No

**MAIN MENU (SNP 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.

**Michigan Nutrition Data System**  
Department of Education

Michigan.gov Home | MiND Home | Contact for MiND | MDE Home

**School Nutrition Program Claims System**

Main Menu

MiND | SNP Claims | User Management | Help | Logoff

MiND / SNP Claims

Sponsor: | Fiscal Year: October 1, 2013 - September 30, 2014 | Set

Name: Community Schools

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
October - 2014	Certified On: Sep 11 2014 4:53PM Certified By: MiND Level3	Certify	\$95,813.15	Report	1