

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


CNP CLAIM SYSTEM ACCESS:

[Michigan Education Information System Home Page](#)

Child Nutrition Programs (CNP)

Claim and Payment Systems: MiND Michigan Nutrition Data System

Child Nutrition Programs (CNP)

- [Child Nutrition Program Security Agreement](#) 
- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim and Payment Systems**
 - [MiND Michigan Nutrition Data System](#)
 - School Nutrition Programs Claims
 - 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)
 - School Lunch Year End Report (SLYER)

MiND LOGIN SCREEN:

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

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Department of Education

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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).

**MiND Login**

Enter User Name

Password

Login

[Forgot Login/Password?](#)

- **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 HOME PAGE:

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


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Michigan Nutrition Data System - MiND

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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.

The average daily attendance factor is 93.8%. This factor accounts for the difference between enrollment and attendance. If meal counts claimed exceed this percentage, the "Justification for Exceeding the Attendance



[Click Here](#)



Child and Adult Care Food Program (CACFP) Claims

MAIN MENU (CACFP Claims Tab):

Click on the appropriate month to enter claim information.


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Child And Adult Care Food Program Claims System

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MiND / CACFP Claims

Sponsor:
 Fiscal Year: [Set](#)


Name:


Claim Month	Claim Status	Certify Claim	Deadline	Reimbursement	Status	Total Amendments
October 2014	Certified On: <input type="text"/> Certified By: <input type="text"/>	Certify	12/30/2014	<input type="text"/>	Report	1
November 2014	Certified On: <input type="text"/> Certified By: <input type="text"/>	Certify	1/29/2015	<input type="text"/>	Report	3
December 2014	Ready To Certify	Certify	3/1/2015	<input type="text"/>	Report	0
January 2015	To Be Completed	Certify	4/1/2015	\$0.00	Report	0
February 2015	Not Available	Certify	4/29/2015	\$0.00	Report	0
March 2015	Not Available	Certify	5/30/2015	\$0.00	Report	0
April 2015	Not Available	Certify	6/29/2015	\$0.00	Report	0
May 2015	Not Available	Certify	7/30/2015	\$0.00	Report	0
June 2015	Not Available	Certify	8/29/2015	\$0.00	Report	0
July 2015	Not Available	Certify	9/29/2015	\$0.00	Report	0

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.

**Michigan Nutrition Data System**
Department of Education

**Michigan.gov**
All Other State Government Sites

Michigan.gov Home

MIND Home | Contact for MIND | MDE Home

Child And Adult Care Food Program Claims System
Sponsor Summary

MIND / CACFP Claims / Sponsor Summary

Sponsor: Fiscal Year: 2016 (October 1, 2014 - September 30, 2016)
Certify Claim Month: October 2014

Sponsor Details

A. General Information

1. Total number of days food service was provided	<input type="text" value="23"/>
2. Average daily attendance	<input type="text" value="16"/>
3. Number of centers participating in CACFP	<input type="text" value="68"/>
4. Total enrollment	<input type="text" value="24"/>

B. Food Service Income

1. Program income	<input type="text" value="0"/>
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C. Food Service Operation And Administrative Costs

1. Food	<input type="text" value="143933"/>
2. Non-food supplies	<input type="text" value="9080"/>
3. Food Service Labor & Benefits	<input type="text" value="226485"/>
4. Administrative	<input type="text" value="20629"/>
5. Depreciation	<input type="text" value="0"/>
6. Allocated Costs	<input type="text" value="220000"/>
7. Total costs	<input type="text" value="619327"/>

Click Save Button After Entering or Amending Above Data

Save

Site Totals

Reimbursement

Site Selection

Site: Enter/Edit

Site Listing

Site Name: Last Edit On: Dec 18 2014 10:17AM

Category	Breakfasts	Lunches	Suppers	Snacks
Child Care - A	284	312	n/a	307
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a

Enter/Edit Site Data

Click Here

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.

The screenshot shows the 'Site Edit' page in the Michigan Nutrition Data System. The page header includes the Michigan Department of Education logo and the system title. The breadcrumb trail is 'MIND / CACFP Claims / Sponsor Summary / Site Edit'. The 'Sponsor' field is empty, and the 'Fiscal Year' is set to '2015 (October 1, 2014 - September 30, 2015)'. The 'Claim Month' is 'December 2014'. The 'Site' field has a dropdown menu and a 'Go' button. The 'Next Site' button is visible. The 'Site Details' section shows the 'Site Name' field, the 'Last Edit On' date (Feb 4 2015 9:57AM), and a table for 'Days Served' by category. The table has columns for Breakfasts, Lunches, Suppers, and Snacks. The 'Days Served' field is set to 12. The table rows are: Child Care - A (163, 165, n/a, 153), Child Care - B (0, 0, n/a, 0), Child Care - C (0, 0, n/a, 0), At Risk (n/a, n/a, n/a, n/a), and Emergency Shelter (n/a, n/a, n/a, n/a). A 'Save' button is at the bottom.

Category	Breakfasts	Lunches	Suppers	Snacks
Child Care - A	163	165	n/a	153
Child Care - B	0	0	n/a	0
Child Care - C	0	0	n/a	0
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a

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.

The screenshot shows the 'Sponsor Summary' page in the Michigan Nutrition Data System. The breadcrumb trail is 'MIND / CACFP Claims / Sponsor Summary'. The 'Sponsor' field is empty, and the 'Fiscal Year' is '2015 (October 1, 2014 - September 30, 2015)'. The 'Claim Month' is 'December 2014'. The 'Certify' button is visible. The 'Sponsor Details' section shows a message box with the text 'Sponsor information saved successfully' and two bullet points: 'All site pages MUST be saved before proceeding to Certify.' and 'Remember to Certify this claim after all data has been entered.' Below the message box are three tables: 'A. General Information', 'B. Food Service Income', and 'C. Food Service Operation And Administrative Costs'. Table A has 4 rows: Total number of days food service was provided (15), Average daily attendance (1540), Number of centers participating in CACFP (68), and Total enrollment (1540). Table B has 1 row: Program Income (0). Table C has 7 rows: Food (93127), Non-food supplies (5383), Food Service Labor & Benefits (226485), Administrative (20829), Depreciation (0), Allocated Costs (0), and Total costs (345824).

A. General Information	
1. Total number of days food service was provided	15
2. Average daily attendance	1540
3. Number of centers participating in CACFP	68
4. Total enrollment	1540

B. Food Service Income	
1. Program Income	0

C. Food Service Operation And Administrative Costs	
1. Food	93127
2. Non-food supplies	5383
3. Food Service Labor & Benefits	226485
4. Administrative	20829
5. Depreciation	0
6. Allocated Costs	0
7. Total costs	345824

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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Child And Adult Care Food Program Claims System

Sponsor Summary

MIND | CACFP Claims | **Sponsor Summary** | User Management | Help | Logoff

MIND / CACFP Claims / Sponsor Summary

Sponsor: Fiscal Year: 2015 (October 1, 2014 - September 30, 2015) Claim Month: October 2014

Certify

Sponsor Details

A. General Information

1.	Total number of days food service was provided	<input type="text" value="23"/>
2.	Average daily attendance	<input type="text" value="16"/>
3.	Number of centers participating in CACFP	<input type="text" value="68"/>
4.	Total enrollment	<input type="text" value="24"/>

B. Food Service Income

1.	Program Income	<input type="text" value="0"/>
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C. Food Service Operation And Administrative Costs

1.	Food	<input type="text" value="143933"/>
2.	Non-food supplies	<input type="text" value="8080"/>
3.	Food Service Labor & Benefits	<input type="text" value="226485"/>
4.	Administrative	<input type="text" value="20829"/>
5.	Depreciation	<input type="text" value="0"/>
6.	Allocated Costs	<input type="text" value="220000"/>
7.	Total costs	<input type="text" value="619327"/>

Click Save Button After Entering or Amending Above Data

Save

The claim can also be certified on the Main Menu.

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Child And Adult Care Food Program Claims System

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MIND / CACFP Claims


Sponsor: Fiscal Year: October 1, 2014 - September 30, 2015 **Set**


Name:

Claim Month	Claim Status	Certify Claim	Deadline	Reimbursement	Status	Total Amendments
October 2014	Ready To Certify	Certify	12/30/2014	\$156,031.42	Report	1

CERTIFICATION:

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

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Child And Adult Care Food Program Claims System

Certification

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MIND / CACFP Claims / Sponsor Summary

Sponsor: Fiscal Year: 2015 (October 1, 2014 - September 30, 2015)
Certify Claim Month: October

The claim you are certifying is beyond the final deadline December 30, 2014.
• You can amend and certify the claim. It will be reviewed and you will be notified regarding late claim submission.

Sponsor Details

A. General Information

1.	Total number of days food service was provided	23
2.	Average daily attendance	16
3.	Number of centers participating in CACFP	68
4.	Total enrollment	24

B. Food Service Income

1.	Program Income	0
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C. Food Service Operation And Administrative Costs

1.	Food	143933
2.	Non-food supplies	5050
3.	Food Service Labor & Benefits	226455
4.	Administrative	20529
5.	Depreciation	0
6.	Allocated Costs	220000
7.	Total costs	619327

Site Totals

Category	Breakfasts	Lunches	Suppers (Excluding At-Risk)	Snacks (Excluding At-Risk)
A	22221	25534	n/a	27326
B	690	663	n/a	772
C	1594	1690	n/a	1780
At Risk	n/a	n/a	n/a	n/a
Emergency Shelter	n/a	n/a	n/a	n/a
Adult Care - A	n/a	n/a	n/a	n/a
Adult Care - B	n/a	n/a	n/a	n/a
Adult Care - C	n/a	n/a	n/a	n/a

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.

YesNo

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.

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MIND / CACFP Claims

Sponsor: Fiscal Year: October 1, 2014 - September 30, 2015 Set
Name:

Claim Month	Claim Status	Certify Claim	Deadline	Reimbursement	Status	Total Amendments
November 2014	Certified On: Mar 30 2015 10:14AM Certified By:	Certify	1/29/2015	\$116,955.36	Report	3