

## CLAIM INSTRUCTIONS FOR THE 2021 SUMMER CAMP SPECIAL MILK PROGRAM

### Information Needed Before Submitting the Claim

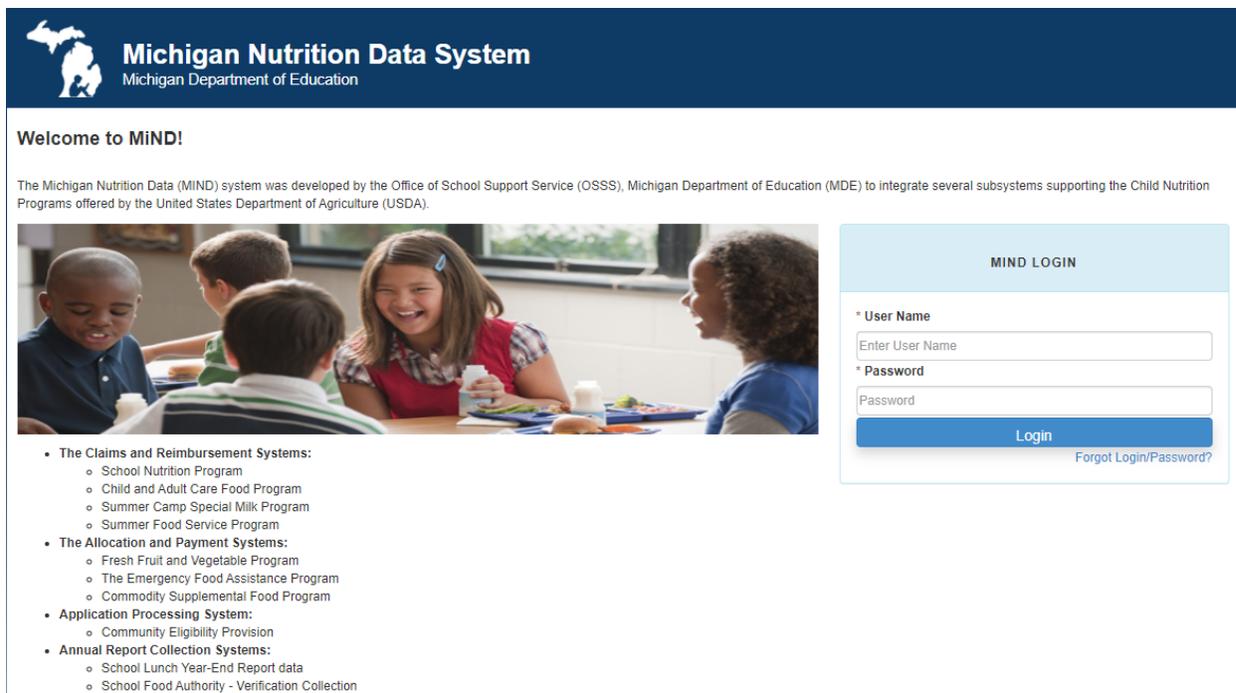
1. Record the amount of milk served to eligible children on the Special Milk Worksheet.
2. Milk served to children under the age of 19 years can be claimed.
  - Milk served to children participating in the Summer Food Service Program *cannot* be claimed.
  - Milk served to adults *cannot* be claimed.
3. Multi-site sponsors *must* report the milk totals separately for each site.
  - ***Do not combine months/reporting periods on the claim.***
4. Maintain records of milk served to eligible children for 3 years including the current year.

**NOTE:** The **Special Milk Worksheet** is located in the **Summer Camp Special Milk Application** in the **Forms section** under **Other Information**.

### How to Submit the Claim for Reimbursement

**STEP 1:** Log into the MIND System to Access the SCSM Claim Form:

- Go to the Michigan Education Information System (MEIS): [www.michigan.gov/meis](http://www.michigan.gov/meis)
- Scroll down to *Child Nutrition Programs (CNP)*
- Under *Claim and Payment Systems* click on: **MiND Michigan Nutrition Data System**
- Enter your MEIS username and Password and click **Login**.



**Michigan Nutrition Data System**  
Michigan Department of Education

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**

\* User Name  
Enter User Name

\* Password  
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

**STEP 2:** The MiND Home Page will be displayed. Click on the Summer Camp Special Milk Program (SCSM) Claim link.

**STEP 3:** The Main Menu will be displayed. Click on the appropriate month to enter claim information.

Claims for the month of May will be created on or after 5/22/2021

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
June - 2020	Certified On: Jul 16 2020 11:04AM Certified By: Kristi Lueck	Certify	\$275.20	Report	0
July - 2020	Certified On: Aug 6 2020 7:04PM Certified By: Kristi Lueck	Certify	\$996.30	Report	0
August - 2020	On hold, Certified after deadline Certified By: Kristi Lueck	Certify	\$170.10	Report	0
Total Claim Reimbursement Year To Date			\$1,441.60		

**STEP 4:** The Site Edit page will be displayed.

- Enter the total number of half pints of milk served in the month.
- Enter the number of days milk was served in the month.
- Click the **Save** button after entering or amending the data.
- Click the **Close** button to return to the Main Menu (SCSM Claims tab).

Site Edit ×

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Sponsor:

Site:

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Claim Month	A. Total Half Pints Served	B. Number of Days Milk Served
June	1500	15

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Click "Save" button after entering or amending above data

**NOTE:** Multi-site sponsors should click **Next Site** on the *Site Edit* page or **Enter/Edit Site** button on the *Site Listing* for each site.

**STEP 5:** The MAIN MENU (SCSM Claims Tab) will be displayed.

- The claim is now ready to be certified. Click the **Certify** button on the Main Menu.
- All data must be entered and saved before you certify the claim.
- If you are amending the original claim, it must be recertified.

**Summer Camp Special Milk Program**

Main Menu

MiND
SCSM Claims
Help ▾
Logoff

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MiND / SCSM Claims

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Sponsor:

Name:

Fiscal Year:

Claims for the month of June will be created on or after 6/8/2014

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
June - 2014	Ready To Certify	<input type="button" value="Certify"/>	\$0.00	<input type="button" value="Report"/>	0
July - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	<input type="button" value="Report"/>	0
August - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	<input type="button" value="Report"/>	0
<b>Total Claim Reimbursement Year To Date</b>			\$0.00		

**STEP 6:** The Certification page will be displayed.

- a) Verify the data is correct.
- b) Click the **YES** button to certify that the claim is true and correct.

**Summer Camp Special Milk Program**

**Certification**

MiND   SCSM Claims   **Certification**   Help ▾   Logoff

MiND / SCSM Claims / Certification

**Sponsor:** [Redacted]   **Fiscal Year:** 2014 (October 1, 2013 - September 30, 2014)  
**ClaimMonth:** June - 2014

**Claim Totals**

Verify that total is correct, then click the "Yes" button on the bottom of this page. If incorrect, return to Site Edit screen and enter correct number of half pints served.

	Total Half Pints Served in June - 2014	Number of Site(s)
Special Milk	1,500	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.

**STEP 7:** The Main Menu will be displayed.

- a) The date/time the claim was certified, and amount of reimbursement can be viewed here.
- b) Click on the **Report** button to see a recap of the claim and any amendments.

**Summer Camp Special Milk Program**

**Main Menu**

MiND   **SCSM Claims**   Help ▾   Logoff

MiND / SCSM Claims

**Sponsor:** 82sc11500      **Fiscal Year:** October 1, 2013 - September 30, 2014 ▾  

**Name:** [Redacted]

Claims for the month of June will be created on or after 6/8/2014

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
June - 2014	Certified On: Jun 16 2014 3:35PM Certified By: MiND Level5	<input type="button" value="Certify"/>	\$303.75	<input type="button" value="Report"/>	0
July - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	<input type="button" value="Report"/>	0
August - 2014	Not Available	<input type="button" value="Certify"/>	\$0.00	<input type="button" value="Report"/>	0
<b>Total Claim Reimbursement Year To Date</b>			\$303.75		