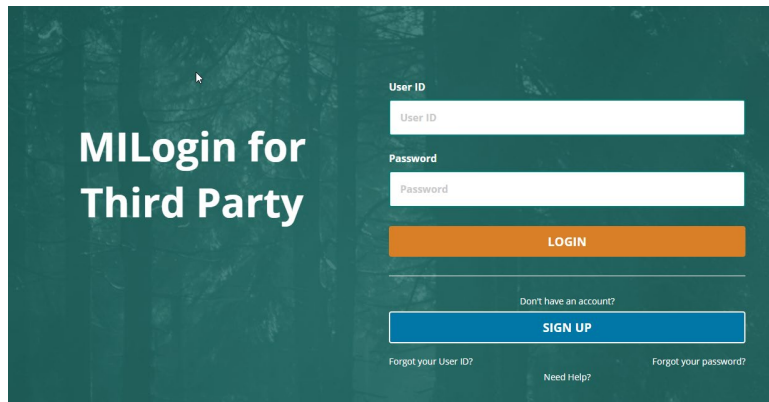


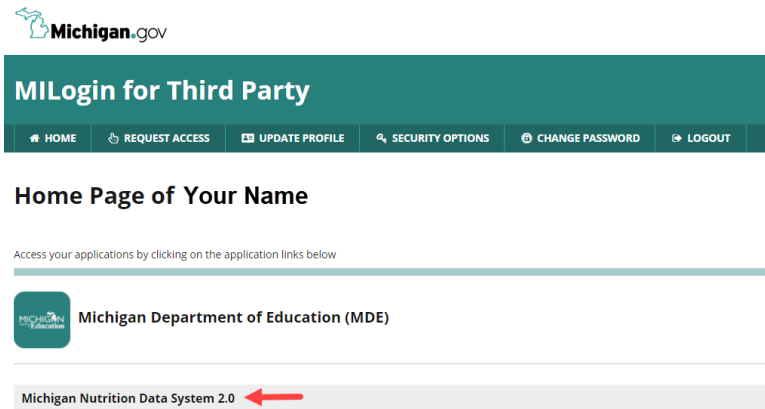
HOW TO CLAIM IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND THE SEAMLESS SUMMER OPTION (SSO)

1. Log in to your MILogin for Third Party account.



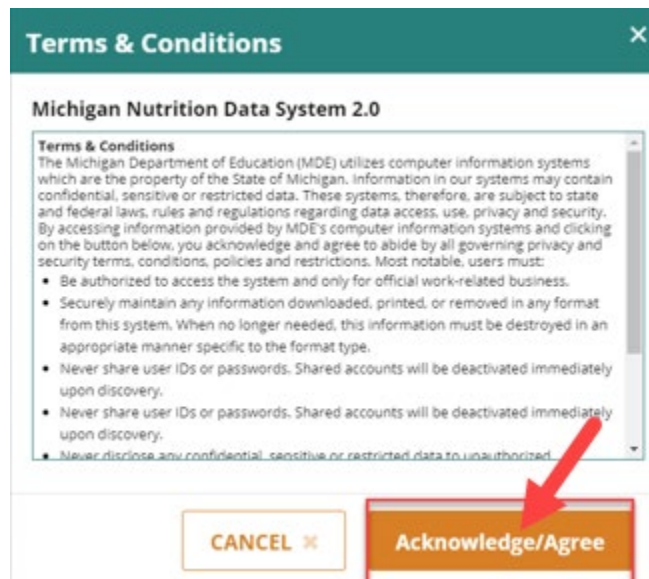
The login screen features a dark green background with the text "MILogin for Third Party" on the left. On the right, there are input fields for "User ID" and "Password", followed by a blue "LOGIN" button. Below the login button is a link for "Don't have an account?" leading to a blue "SIGN UP" button. At the bottom, there are links for "Forgot your User ID?" and "Forgot your password?", with a "Need Help?" link centered below them.

2. Choose Michigan Nutrition Data System 2.0 from the Menu.



The screenshot shows the Michigan.gov MILogin for Third Party interface. At the top is the Michigan.gov logo. Below it is a navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main heading is "Home Page of Your Name". Below this is a section titled "Access your applications by clicking on the application links below". A list of applications is shown, with "Michigan Nutrition Data System 2.0" highlighted in grey and a red arrow pointing to it.

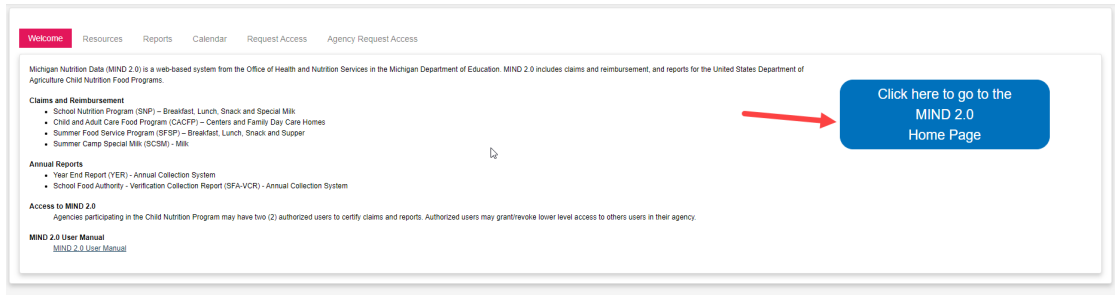
3. Click the Acknowledge/Agree button.



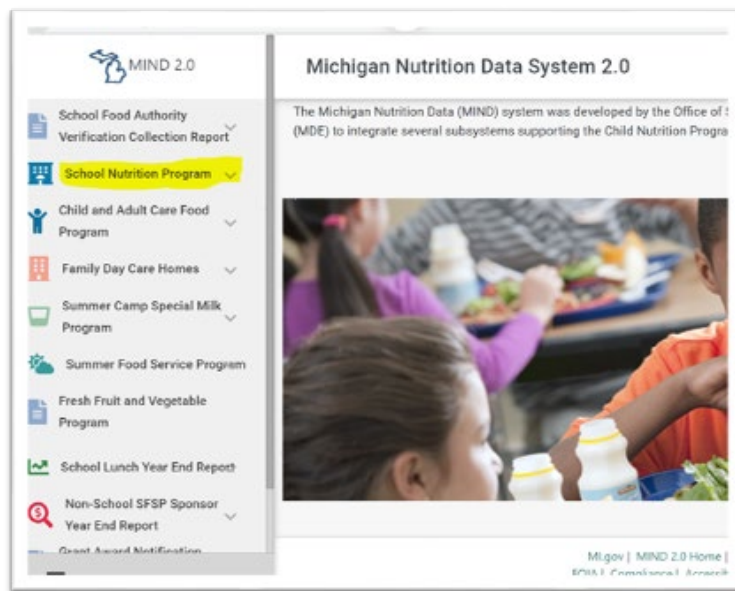
The screenshot shows a "Terms & Conditions" dialog box for the Michigan Nutrition Data System 2.0. The dialog has a title bar with a close button (X). The main text reads: "Michigan Nutrition Data System 2.0" followed by "Terms & Conditions". The text explains that the Michigan Department of Education (MDE) utilizes computer information systems and that users must agree to the terms. A list of terms is provided, including: "Be authorized to access the system and only for official work-related business.", "Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.", "Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery.", "Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery.", and "Never disclose any confidential, sensitive or restricted data to unauthorized users." At the bottom of the dialog are two buttons: "CANCEL" and "Acknowledge/Agree". A red arrow points to the "Acknowledge/Agree" button.

HOW TO CLAIM IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND THE SEAMLESS SUMMER OPTION (SSO)

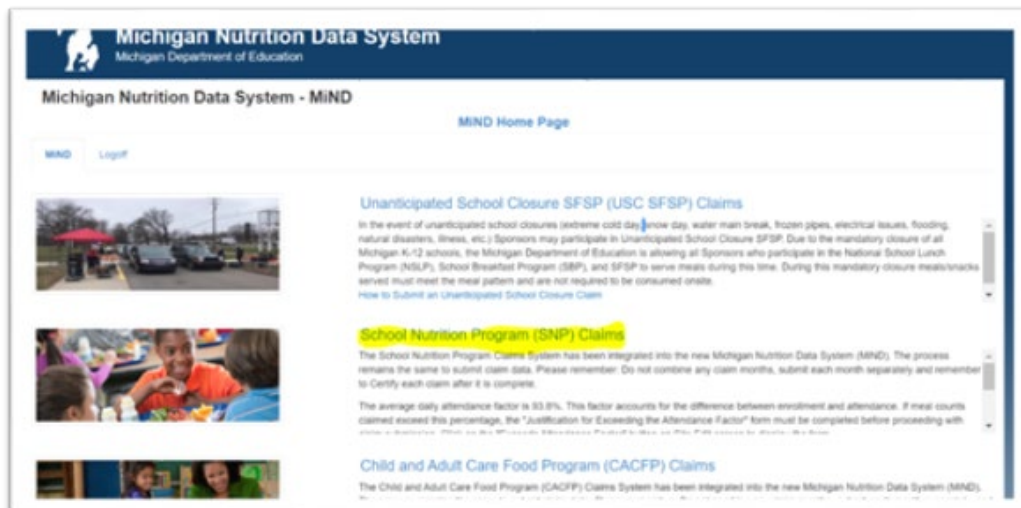
4. Click on the blue button.



5. Click on “School Nutrition Program” to access the NSLP or the SSO claims.



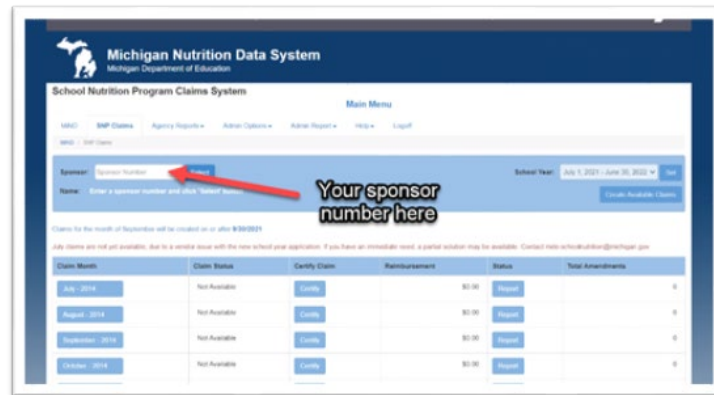
6. You will be directed to the old MIND system. Click on the School Nutrition Program (SNP) Claims link.



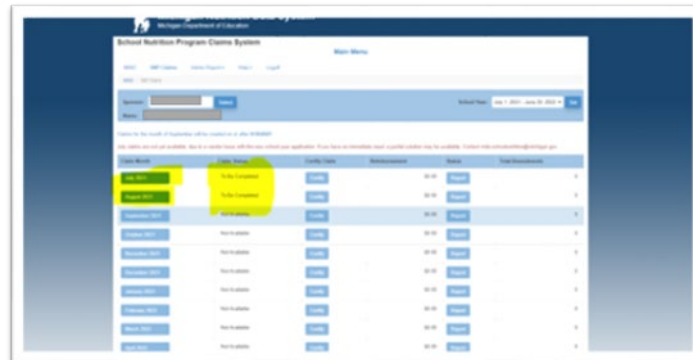
HOW TO CLAIM IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND THE SEAMLESS SUMMER OPTION (SSO)

MAIN MENU (SNP CLAIMS TAB)

- You should see your sponsor number in the sponsor box. If you are assigned more than one district, you will see a drop-down menu displaying all sponsor numbers associated with you. Select the sponsor number for which you would like to submit claims.



- Click on the month you want to enter a claim for. The claim is available if it states, "To Be Completed." SNP Claims are available on the last day of each month.



SPONSOR SUMMARY AND SITE SELECTION (SPONSOR SUMMARY TAB)

- Click on "Enter/Edit Site Data" for each site.

Site Name: <input type="text"/>						Last Edit On: Not Edited		
Site Status: <input type="text"/>								
Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Highest Number of Eligible Students during the claim month		Student Enrollment
						Free	Reduced Price	
Snacks	0	0	0	0	0	0	0	0
SSO Breakfast	0	n/a	n/a	n/a	0			
SSO Lunch	0	n/a	n/a	n/a	0			
<input type="button" value="Enter/Edit Site Data"/>								

HOW TO CLAIM IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND THE SEAMLESS SUMMER OPTION (SSO)

INPUT CLAIM DATA (SITE EDIT TAB)

10. **For SSO participating sites:** enter the total student enrollment for the site. The total student enrollment does not impact the claiming maximums for SSO sites. Do not enter Free and Reduced Eligible Student Counts for SSO sites. Enter the total number of SSO meals served and the total days served that month for each meal. Also enter the total number of Afterschool snacks served if that site participates in that program. Click “save” to save the site claim.

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Free	Reduced Price	Student Enrollment
Snacks		424			21			3243
SSO Breakfast	558		0	0	21			
SSO Lunch	1525		0	0	21			

11. **For sponsors not participating in SSO:** Enter the total student enrollment for that site. Then enter the highest number of eligible free and reduced students during the claim month if applicable. Enter the Total Servings for breakfast and lunch and the Total Free and the Total Reduced Servings. The Total Paid servings will calculate automatically. Enter the total days served for that month for all meals. Click “save” to save the site claim.

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Days Served	Free	Reduced Price	Student Enrollment
Breakfast	658	273	365	0	20	520	17	658
Lunch	2054	2134	407	0	20			

**HOW TO CLAIM IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP)
AND THE SEAMLESS SUMMER OPTION (SSO)**

CERTIFY THE CLAIM (SPONSOR SUMMARY TAB)

12. Once all the claims are entered for all sites, you can certify the claim. If you do not have all the data for all the sites, or if there is an error or issue, you should still certify the claim. **DO NOT WAIT** if there is a problem as you can amend the claim an unlimited amount of times within the 60-day deadline.

Meal Type	Total Servings	Total Paid	Total Free	Total Reduced	Number Of School(s)	Highest Number of Eligible Students during the claim month		Student Enrollment
Breakfast	0	0	0	0	1	34	0	45
Lunch	3	0	3	0	1			

13. When the claim says, “Certified on” and is time stamped you know the claim is complete. You can click on the report button to see a breakdown of the reimbursement payment.

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Reimbursements
July 2021	Certified on 7/29/2021 1:40:48 PM	Certify	\$7,200.00	Report	
August 2021	Not Available	Certify	\$0.00	Report	
September 2021	Not Available	Certify	\$0.00	Report	
October 2021	Not Available	Certify	\$0.00	Report	
November 2021	Not Available	Certify	\$0.00	Report	
December 2021	Not Available	Certify	\$0.00	Report	
January 2022	Not Available	Certify	\$0.00	Report	
February 2022	Not Available	Certify	\$0.00	Report	