

# Claim Reimbursement in the Michigan Summer Food Service Program (SFSP)

# Table of Contents

Getting Started – General Information .....	3
Michigan Education Information System (MEIS) .....	3
MiLogin for Business.....	3
Michigan Nutrition Data System 2.0 (MIND 2.0).....	3
Next Generation Grant, Application and Cash Management System (NexSys) .....	3
SFSP (SFSP) Claim Information.....	4
Checklist before starting a claim: .....	4
How to Complete a SFSP Claim.....	4
How to Enter Claim Information .....	7
Deadlines for Claim Submission .....	9
How to Amend a Claim .....	10
SFSP Meal Reimbursement Rates .....	10
Advance Payments.....	11
How to Enter Claim Information for Camps.....	11
Calculation of Reimbursable Meals .....	15
Allowable and Unallowable Costs.....	16

# Claim Reimbursement in the Michigan SFSP

## Getting Started – General Information

The Child Nutrition Program (CNP) Coordinated Application is a combined application for the School Nutrition Program (SNP), the Child and Adult Care Food Program (CACFP), and the SFSP (SFSP).

In order to access the CNP application, you must have a Michigan Education Information System (MEIS) account.

### Michigan Education Information System (MEIS)

- This system identifies you in the Michigan Nutrition Data System 2.0 (MIND 2.0), Next Generation Grant, Application and Cash Management System (NexSys), and the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS).
- You must have a MEIS account and link it to your MiLogin for Business account.
- If you already have a MEIS account, you do not need to create another account.
- For information about creating your MEIS account, click on the [MEIS webpage](#) where system Help documents are shown.

### MiLogin for Business

- All Child Nutrition Programs are housed in this system.
- You must have a MiLogin for Business account with your MEIS account to properly access the systems.
- You must link your MiLogin for Business account with your MEIS account to properly access the systems.

### Michigan Nutrition Data System 2.0 (MIND 2.0)

- MIND 2.0 is the system that houses the claims for reimbursement for all child nutrition programs.
- Anyone responsible for certifying and submitting claims needs access to MIND 2.0.
- MIND 2.0 is logged into through a MiLogin for Business account.
- You must have the Michigan Nutrition Data System link in your MiLogin for Business account to access MIND 2.0.
- Having this link does not give you access to MIND 2.0. Access to specific program claims must be requested and approved.

### Next Generation Grant, Application and Cash Management System (NexSys)

- NexSys replaced Michigan Electronic Grants System PLUS (MEGS+) and houses all application information for all child nutrition programs. Anyone working in the CNP coordinated application needs access to this system.
- You must have the NexSys link in your MiLogin for Business account to log into this system.

- Having this link does not give you access to NexSys. Specific access must be requested approved.

## SFSP Claim Information

### Checklist before starting a claim:

1. User has a MEIS account.
2. User has a MiLogin for Business account.
3. User has MiLogin for Business account linked to MEIS account.
4. User has the Michigan Nutrition Data System link in MiLogin for Business account to access MIND 2.0.
5. User has requested specific program access to MIND 2.0.
6. MIND 2.0 Authorized Officials have approved requests for access.

## How to Complete a SFSP Claim

1. Log in to MIND 2.0. Check the “I agree to the Terms & Conditions” box and then click on the Launch service button.

**Michigan Nutrition Data System 2.0**

Michigan Nutrition Data (MIND 2.0) is a web based system from the Office of Health and Nutrition Services in the Michigan Department of Education. MIND 2.0 includes claims and reimbursement, and reports for the United States Department of Agriculture Child Nutrition Food Programs.

**Claims and Reimbursement**

- School Nutrition Program (SNP) — Breakfast, Lunch, Snack and Special Milk
- Child and Adult Care Food Program (CACFP) — Centers and Family Day Care Homes
- Summer Food Service Program (SFSP) — Breakfast, Lunch, Snack and Supper
- Summer Camp Special Milk (SCSM) — Milk

**Annual Reports**

- School Lunch Year—End Report data
- School Food Authority — Verification Collection
- Non—School Sponsor Year End Report

**Access to MIND 2.0**

School Districts and Sponsors may have two authorized users to certify and submit claims and reports. Users will require a MiLogin account prior to being granted access. Please use the Request Access function to create a MiLogin account. Authorized users may grant read and/or edit access to others in their district or organization through the Management section in MIND 2.0.

Please accept the Terms and Conditions to continue:

**Terms & Conditions**

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must:

- Be authorized to access the system and only for official work-related business.

I agree to the Terms & Conditions

**Launch service**

Note: There can only be two authorized users to certify and submit claims and reports. These are the Level 3s.

## 2. Click on the blue box: Click here to go to the MIND 2.0 Home Page.

Welcome Resources Reports Calendar Request Access Agency Request Access

Michigan Nutrition Data (MIND 2.0) is a web-based system from the Office of Health and Nutrition Services in the Michigan Department of Education. MIND 2.0 includes claims and reimbursement, and reports for the United States Department of Agriculture Child Nutrition Food Programs.

**Claims and Reimbursement**

- School Nutrition Program (SNP) – Breakfast, Lunch, Snack and Special Milk
- Child and Adult Care Food Program (CACFP) – Centers and Family Day Care Homes
- Summer Food Service Program (SFSP) – Breakfast, Lunch, Snack and Supper
- Summer Camp Special Milk (SCSM) - Milk

**Annual Reports**

- Year End Report (YER) - Annual Collection System
- School Food Authority - Verification Collection Report (SFA-VGR) - Annual Collection System

**Access to MIND 2.0**  
Agencies participating in the Child Nutrition Program may have two (2) authorized users to certify claims and reports. Authorized users may grant/revoke lower level access to others users in their agency.

**MIND 2.0 User Manual**  
[MIND 2.0 User Manual](#)

Click here to go to the MIND 2.0 Home Page

There is a link to the MIND 2.0 User Manual that provides information about:

- Creating and linking your MiLogin and MEIS accounts.
- Requesting access to MIND 2.0 system.
- Approving MIND 2.0 access requests.
- System Help documents.

## 3. Click on MIND Legacy in the blue ribbon at the top of the screen.

**MIND 2.0** Michigan Nutrition Data System 2.0

Welcome Home **MIND Legacy** ▼

The Michigan Nutrition Data (MIND) system was developed by the Office of Health and Nutrition Services (OHNS), Michigan Department of Education (MDE) to integrate several subsystems Department of Agriculture (USDA).

4. Click on SFSP Claims.

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

Michigan Nutrition Data System - MiND [MiND Home Page](#)

MiND Logoff

**Unanticipated School Closure SFSP (USC SFSP) Claims**  
In the event of unanticipated school closures (extreme cold day, snow day, water main break, frozen pipes, electrical issues, flooding, natural disasters, illness, etc.) Sponsors may participate in Unanticipated School Closure SFSP. Due to the mandatory closure of all Michigan K-12 schools, the Michigan Department of Education is allowing all Sponsors who participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and SFSP to serve meals during this time. During this mandatory closure meals/snacks served must meet the meal pattern and are not required to be consumed onsite.  
[How to Submit an Unanticipated School Closure Claim](#)

**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 Factor" form must be completed before proceeding with

**Child and Adult Care Food Program (CACFP) Claims**  
The Child and Adult Care Food Program (CACFP) 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 the claim must be certified when it is complete. It can be certified on the Sponsor Summary or the Main Menu. The claim cannot be paid until it is certified.

**Summer Food Service Program (SFSP) Claims**  
The Summer Food Service 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.  
[Instructions for the Summer Food Service Program Claim Form](#)

After clicking on Summer Food Service Program (SFSP) Claims, the Main Menu appears.

**Summer Food Service Program**

Main Menu

MIND **SFSP Claims** Admin Report+ Help+ Logoff

MIND / SFSP Claims

Sponsor:   Fiscal Year:

Name: Enter a sponsor number and click 'Select' button

Claims for the month of February will be created on or after 2/30/2024

**Extended SFSP Claims** **A**

Claim Month	Claim Status	Certify Claim	Reimbursement	Advance	Status	Total Amendments
<input type="button" value="October - 2022"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/> <b>C</b>	0
<input type="button" value="November - 2022"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0

**Traditional SFSP Claims** **B**

Claim Month	Claim Status	Certify Claim	Reimbursement	Advance	Status	Total Amendments
<input type="button" value="May - 2023"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
<input type="button" value="June - 2023"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
<b>Total Claim Reimbursement Year To Date</b> <b>D</b>			\$0.00	\$0.00		

**A - Extended SFSP claims**

- These are for meals served through the Unanticipated School closure (USC-SFSP) October – April.

**B - Traditional SFSP Claims**

- These are for claiming meals served through traditional SFSP May – September.

**C - Status Report**

- Summarizes the claim data and payment information.

**D - Total Claim Reimbursement Year To Date**

- Shows how much reimbursement has been paid year to date.

## How to Enter Claim Information

1. Click on the applicable month in the blue box in the Claim Month column. This takes you to the Sponsor Summary page.

Traditional SFSP Claims

Claim Month	Claim Status	Certify Claim	Reimbursement	Advance	Status	Total Amendments
<input type="button" value="May - 2023"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
<input type="button" value="June - 2023"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0
<input type="button" value="July - 2023"/>	Not Available	<input type="button" value="Certify"/>	\$0.00	\$0.00	<input type="button" value="Report"/>	0

- On the Sponsor Summary page, select the name of the site from the Site Selection drop down (A) or click on enter/edit for site under Site Listing (B).

MND / SFSP Claims / Sponsor Summary

Sponsor: [Redacted] Fiscal Year: 2023 (October 1, 2022 - September 30, 2023)  
Claim Month: June - 2023

**SPONSOR SUMMARY**

Claim meals for June - 2023 only. Do not combine months.

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	845	991	0	0
Seconds	0	0	0	0
Non-Congregate	0	0	0	0

Admin Certification Notes:

**REIMBURSEMENT**

**SITE SELECTION** A

Site: [Dropdown] Enter/Edit

**SITE LISTING** B

Site: [Redacted] Type: Urban/Vended Last Modified On: 7/20/2023 2:08:39 PM

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	56	210	0	0
Seconds	0	0	0	0

Enter / Edit

Site: [Redacted] Type: Urban/Vended Last Modified On: 7/20/2023 2:08:46 PM

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	789	781	0	0

Enter / Edit

**Important:**

- Enter meal counts for one month only on each claim. **DO NOT** combine months.
- All errors will be displayed on top of the screen and must be corrected before the claim can be certified.
- DO NOT** use the back button on your browser toolbar. Use the navigational links provided on the screen.

3. On the Site Edit page:

- Verify the correct claim month. Do **NOT** combine months (A).
- Enter the number of serving days for the month (B).
- Enter the number of reimbursable meals served to eligible children (C).
  - Note: Report separately the number of meals that were served as first meals and the number of meals served as second meals for each meal type: Breakfast, Lunch, Snack, Supper
  - Meals served using the Rural Non-Congregate (RNC) option should be included in the first meals served numbers.
  - Second meal servings will be reimbursed up to 2% of the number of first meals served to children for each meal type during the claim month. Enter the actual number of complete second meals served, regardless of whether that number is more or less than 2% of the first meals served.
  - Camps and meals served through RNC **cannot** claim second meals.

- If serving meals using RNC, enter the number of non-congregate meals served (D). This section is used for reporting to USDA. The numbers in this area should be included in the first meals served reported in (C).
- Click on the Save button (E) after all data has been entered and Certify the claim.

**Summer Food Service Program**

[Site Edit](#)

MND   SFSP Claims   Sponsor Summary   **Site Edit**   Help+   Logout

MND / SFSP Claims / Sponsor Summary / Site Edit

Sponsor:    Fiscal Year: 2023 (October 1, 2022 - September 30, 2023)

Site:  Go   ClaimMonth: June - 2023

[New Site--](#)

**Site Details**   Claim meals for June - 2023 only   Do not combine months.   A

Number of meal serving days:    B

Enter the Number of Meals Served To Eligible Children:   C

Meal Type	Breakfast	Lunch	Snack	Supper
First Meals (Include Non-congregate Meals, if any)	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seconds	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The following is collected for USDA reporting purposes only   D

Meal Type	Breakfast	Lunch	Snack	Supper
Non-Congregate	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Click Save Button After Entering or Amending Above Data

[Save](#)   E

## Deadlines for Claim Submission

Claims should be submitted within 10 days after the end the claim month. If claims are submitted more than 60 days after the end of the month being claimed, you will receive notification about two late claim exception options: within your control exception or outside of your control exception.

## How to Amend a Claim

1. Log into the MiLogin for Business account.
2. Choose Michigan Nutrition Data System 2.0 from the menu.
3. Log in to MIND 2.0. Check the “I agree to the Terms & Conditions” box and then click on the Launch service button.
4. Click on the blue box: Click here to go to the MIND 2.0 Home Page.
5. Click on the MIND 2.0 Legacy tab.
6. Click on SFSP Claims. You will see your sponsor number in the sponsor box.
7. Click on the Claim Month you want to amend.
8. Click on Enter/Edit Site Data, update numbers and click Save on each screen that is changed.
9. Certify claim.

Note: If a change is made after the final deadline that results in an increase in claim value, a late claim notification letter will be sent to the sponsor. Downward adjustments in reimbursement are not subject to the 60-day deadline and may be submitted at any time. Adjustments to previously submitted claims (either downward or upward) that are made due to review findings are not subject to the 60-day deadline.

## SFSP Meal Reimbursement Rates

Reimbursement rates are effective January 1 – December 31 for each calendar year. The USDA publishes annual SFSP reimbursement rates on the [USDA SFSP reimbursement webpage](https://www.fns.usda.gov/sfsp/reimbursement-rates). (<https://www.fns.usda.gov/sfsp/reimbursement-rates>)

Table 1: Reimbursement Rates

Meal Type	Site Type	Rate
Breakfast	Rural or Self-Prep	\$2.9775 (2024)
Breakfast	Other	\$2.9225 (2024)
Lunch or Supper	Rural or Self-Prep	\$5.2125 (2024)
Lunch or Supper	Other	\$5.1300 (2024)
Snack	Rural or Self-Prep	\$1.2350 (2024)
Snack	Other	\$1.2050 (2024)

- Reimbursement is based on the number of meals served multiplied by the appropriate rates. Sponsors must maintain complete records to document all costs and meals claimed for reimbursement.
- Reimbursement rates are higher for sponsors of sites located in rural areas and for sponsors that prepare their own meals – either at the SFSP site or at a central facility and do not purchase meals from vendors.
- Any reimbursement that exceeds a sponsor’s expenditures must be used to benefit SFSP services to children. If funds remain at the end of the Program year, they should be used as start-up funds or to improve SFSP services the following year.

- Sponsors **may not** transfer excess funds or unused reimbursement to non-program operations or increase salary or fringe benefits if the sole purpose is to reduce the food service program balance. If the sponsor won't be participating in the SFSP the following year, funds may be used towards other child nutrition programs. If the sponsor does not provide any other programs, the State will collect the excess funds.

## Advance Payments

Advances are reconciled when claims are submitted. Any advance amounts exceeding claim values will be due back to MDE. For school districts and other agencies receiving grant payments through NexSys, the overpayments will be automatically deducted from any grant payments paid through NexSys. This includes payments from other programs such as the Child and Adult Care Food Program (CACFP) and the Commodity Supplemental Food Program (CSFP). It is essential to maintain detailed financial records in order to properly reconcile SFSP advances and claim payments.

## How to Enter Claim Information for Camps

SFSP claims for camps have the following exceptions:

- Camp sessions may run from one month into the following month. **Claims should be submitted for days within the calendar month only**, even if that means claiming part of a camp session on one month claim and the remainder of the camp session on another month claim.
- **Camps cannot claim second meals for reimbursement.** Sponsors should plan to prepare one meal per child per meal service.

1. Click on the applicable month in the blue box in the Claim Month column. This takes you to the Sponsor Summary page.

Traditional SFSP Claims

Claim Month	Claim Status	Certify Claim	Reimbursement	Advance	Status	Total Amendments
May - 2023	Not Available	<a href="#">Certify</a>	\$0.00	\$0.00	<a href="#">Report</a>	0
<b>June - 2023</b>	Not Available	<a href="#">Certify</a>	\$0.00	\$0.00	<a href="#">Report</a>	0
July - 2023	Not Available	<a href="#">Certify</a>	\$0.00	\$0.00	<a href="#">Report</a>	0

A summary of all eligible meals claimed for all sites will be displayed. All sites will be listed under the Site Listing heading.

- Click the Enter/Edit button for each site and the Camp Site Summary screen will be displayed.

**SITE SELECTION**

Site:

---

**SITE LISTING**

Site:  Type: Rural/Self Prep Last Modified On: 11/28/2023 10:08:48 AM

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	391	520	0	521
Seconds	0	0	0	0

Site:  Type: Rural/Self Prep Last Modified On: 12/13/2023 5:44:47 PM

Meal Type	Breakfast	Lunch	Snack	Supper
Firsts	501	503	0	668
Seconds	0	0	0	0

- For each site in the Session Listing section, click the Add a Session button to enter information for each session that operated in that month.

### Summer Food Service Program

**Camp Site Summary**

MIND SFSP Claims Sponsor Summary **Site Summary** Admin Report Help Logoff

MIND / SFSP Claims / Sponsor Summary / Camp Site Summary

Sponsor:  Fiscal Year: 2023 (October 1, 2022 - September 30, 2023)

Site:   ClaimMonth: June - 2023

---

**Session Listing**

	Session	Beginning date	Ending date	Number of Days Food Served Per Session
<input type="button" value="Edit"/>	1	06/27/2023	06/30/2023	4

---

**Camp Site Details**

Calculation of Reimbursable Meals

Meal Type	Total Meals Served to All Children	Meal Allocation Factor	Reimbursable Meals Served
Breakfast	849	0.4606	391
Lunch	1130	0.4606	520
Snack	0	0.4606	0
Supper	1132	0.4606	521

- Enter all session information for each session that operated within the month as indicated on the Session Edit screen.
  - Totals for all meals for all sites will automatically be entered in the Calculation of Reimbursable Meals table above. The number of eligible (reimbursable) meals will be determined from the session information. Those meal totals will be carried forward to the Sponsor Summary.
4. Enter all session information for each session that operated within the month as indicated on the Session Edit screen.

### Session Edit

---

MIND   SFSP Claims   **Session Edit**   Admin Report →   Help →   Logoff

---

MIND / SFSP Claims / Sponsor Summary / Camp Site Summary / Session Edit

Sponsor: I
Fiscal Year: 2023 (October 1, 2022 - September 30, 2023)

Site: (40M000002)
Claim Month: June - 2023

**Session 2**

**1. Session Information**

Note: Beginning and ending dates for a session must be in the same month. If a session spans more than one month, split that session into two sessions and report it by month.

a. Beginning Date	<input type="text"/> [Format: mm/dd/yyyy]
b. Ending Date	<input type="text"/> [Format: mm/dd/yyyy]
c. Total Number of Days Food Served	<input type="text"/>

**2. Number of Children Enrolled**

a. Total Children	<input type="text"/>
b. Family Meals Application Eligible Children	<input type="text"/>

**3. Average Daily Number of Adults Receiving Meals**

a. Program Adults	<input type="text"/>
b. Nonprogram Adults	<input type="text"/>

**4. Total Meals Served to All Children for This Session**

Enter Total Meals Served between Beginning Date (1a.) and Ending Date (1b.)

a. Breakfast	<input type="text"/>
b. Lunch	<input type="text"/>
c. Snack	<input type="text"/>
d. Supper	<input type="text"/>
e. Total Meals Served	<input type="text"/>

**5. Total Meals Served to All Adults for This Session**

a. Total Meals Served	<input type="text"/>
-----------------------	----------------------

Click Save Button After Entering or Amending Above Data

Save
Delete Session

- For the Beginning Date (1.a) and Ending Date (1.b): if a session starts in one month and ends in another month, the beginning and ending dates must be listed within the month being claimed. For example, a session beginning June 20<sup>th</sup> and ending July 9<sup>th</sup> would be listed on the June claim as beginning June 20<sup>th</sup> and ending June 30<sup>th</sup>, and on the July claim as beginning July 1<sup>st</sup> and ending July 9<sup>th</sup>. Separate meals accordingly.
  - After entering all information, click the Save button.
  - Return to the Camp Site Summary screen.
5. If session information needs to be updated, click on the Edit button next to the Session number. This takes you back to the Camp Session Edit screen.

**Camp Site Summary**

MIND   SFSP Claims   Sponsor Summary   **Site Summary**   Admin Report ▾   Help ▾   Logoff

MIND / SFSP Claims / Sponsor Summary / Camp Site Summary

Sponsor: \_\_\_\_\_ Fiscal Year: 2023 (October 1, 2022 - September 30, 2023)

Site: (40M000002)   Go   Claim Month: July - 2023

[Next Site →](#)

---

**Session Listing**   [Add A Session](#)   [No Session](#)

	Session	Beginning date	Ending date	Number of Days Food Served Per Session
<a href="#">Edit</a>	1	07/01/2023	07/24/2023	24
<a href="#">Edit</a>	2	07/25/2023	07/31/2023	7

6. Make necessary corrections and click the Save button.

**Session Edit**

MIND   SFSP Claims   **Session Edit**   Admin Report ▾   Help ▾   Logoff

MIND / SFSP Claims / Sponsor Summary / Camp Site Summary / Session Edit

Sponsor: \_\_\_\_\_ Fiscal Year: 2023 (October 1, 2022 - September 30, 2023)

Site: (40M000002)   Claim Month: July - 2023

---

**Session 2**

**1. Session Information**

*Note: Beginning and ending dates for a session must be in the same month. If a session spans more than one month, split that session into two sessions and report it by month.*

a. Beginning Date: 07/25/2023 [Format: mm/dd/yyyy]

b. Ending Date: 07/31/2023 [Format: mm/dd/yyyy]

c. Total Number of Days Food Served: 7

**2. Number of Children Enrolled**

a. Total Children: 191

b. Family Meals Application Eligible Children: 62

**3. Average Daily Number of Adults Receiving Meals**

## Calculation of Reimbursable Meals

The total number of meals for all sessions by meal type will automatically be entered under “Calculation of Reimbursable Meals.” Meals will be allocated according to eligibility (from camp sponsor information) to determine correct reimbursement. On the Camp Site Summary page, each site will show the calculation of reimbursable meals.

Camp Site Details			
Calculation of Reimbursable Meals			
Meal Type	Total Meals Served to All Children	Meal Allocation Factor	Reimbursable Meals Served
Breakfast	849	0.4606	391
Lunch	1130	0.4606	520
Snack	0	0.4606	0
Supper	1132	0.4606	521

The Sponsor Summary will show a snapshot of the reimbursable meals (after the meal allocation factor has been applied) for each site that are eligible to be claimed.

**SITE SELECTION**

Site:  Enter/Edit Update Site Status

**SITE LISTING**

Site:  Type: Rural/Self Prep Last Modified On: 11/28/2023 10:08:48 AM

	Meal Type	Breakfast	Lunch	Snack	Supper
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Enter / Edit</span>	Firsts	391	520	0	521
	Seconds	0	0	0	0

Site:  Type: Rural/Self Prep Last Modified On: 12/13/2023 5:44:47 PM

	Meal Type	Breakfast	Lunch	Snack	Supper
<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Enter / Edit</span>	Firsts	501	503	0	668
	Seconds	0	0	0	0

**Note:**

Camp sponsors can only be reimbursed for meals served to children who are eligible for free or reduced-price meals according to the income guidelines for the National School Lunch Program. Sponsors of camps must maintain the documentation that demonstrates the free or reduced-price eligibility of children they claim reimbursement for and must make it available for review by the Michigan Department of Education (MDE).

- Camps may claim up to three meals or two meals and one snack to eligible children each day.
- Camps may not claim reimbursement for snacks on days when there is claim reimbursement for breakfast, lunch, and supper.
- A camp may not claim reimbursement for a third meal on days when a snack is claimed for reimbursement.

## **Allowable and Unallowable Costs**

Important: You are not required to report related cost records on the claim. However, all program related cost records must be maintained and available for audit or review. Cost documentation must support your claim for reimbursement. Click on the link below to view allowable and unallowable costs.

[Allowable and Unallowable Costs \(michigan.gov\)](http://michigan.gov)