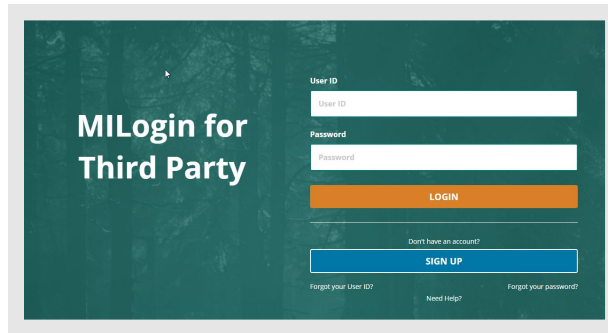
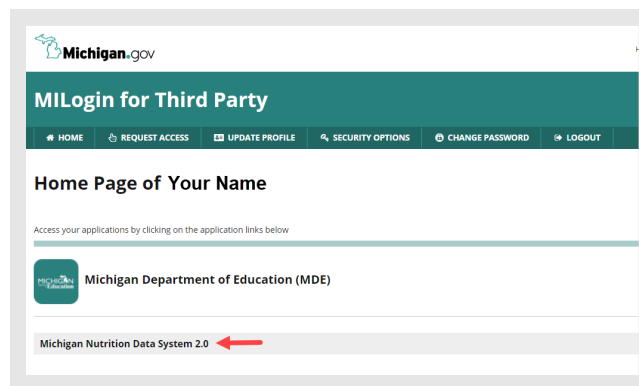


## HOW TO AMEND CLAIMS IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

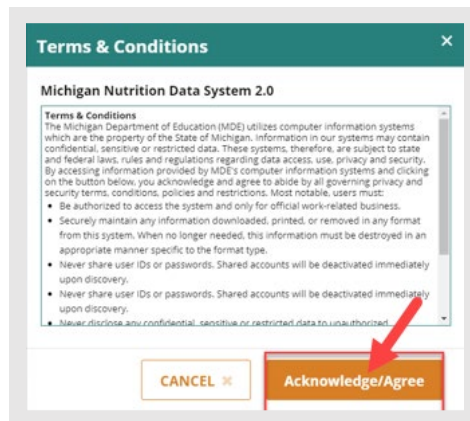
1. Log in to your MILogin for Third Party account.



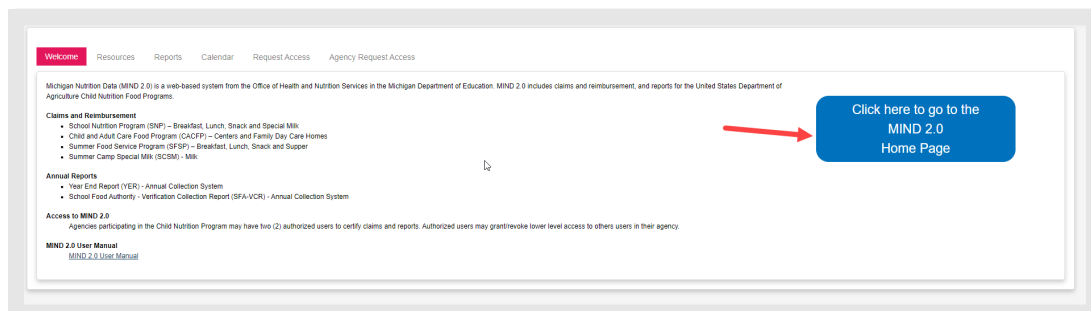
2. Choose Michigan Nutrition Data System 2.0 from the Menu.



3. Click the Acknowledge/Agree button.

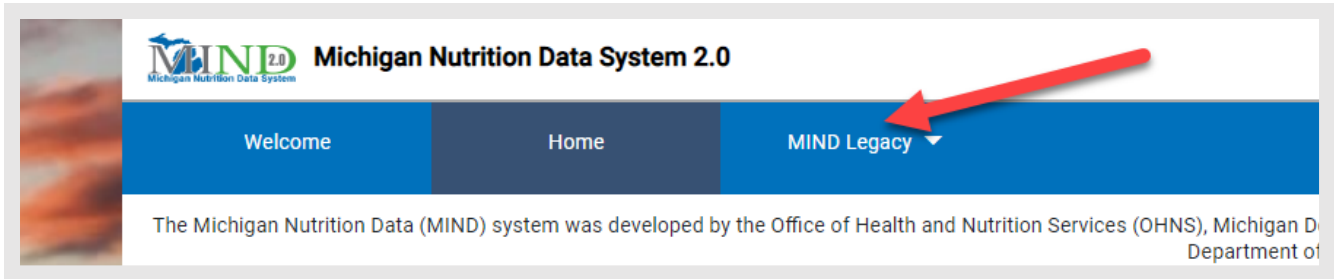


4. Click on the blue button.

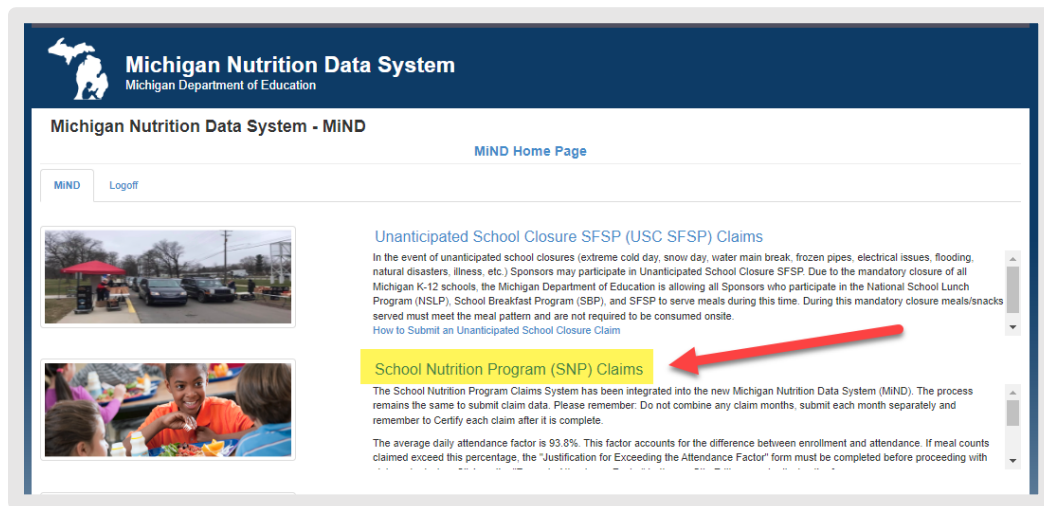


5. Click on the MIND Legacy tab to access the NSLP claims.

**HOW TO AMEND CLAIMS IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

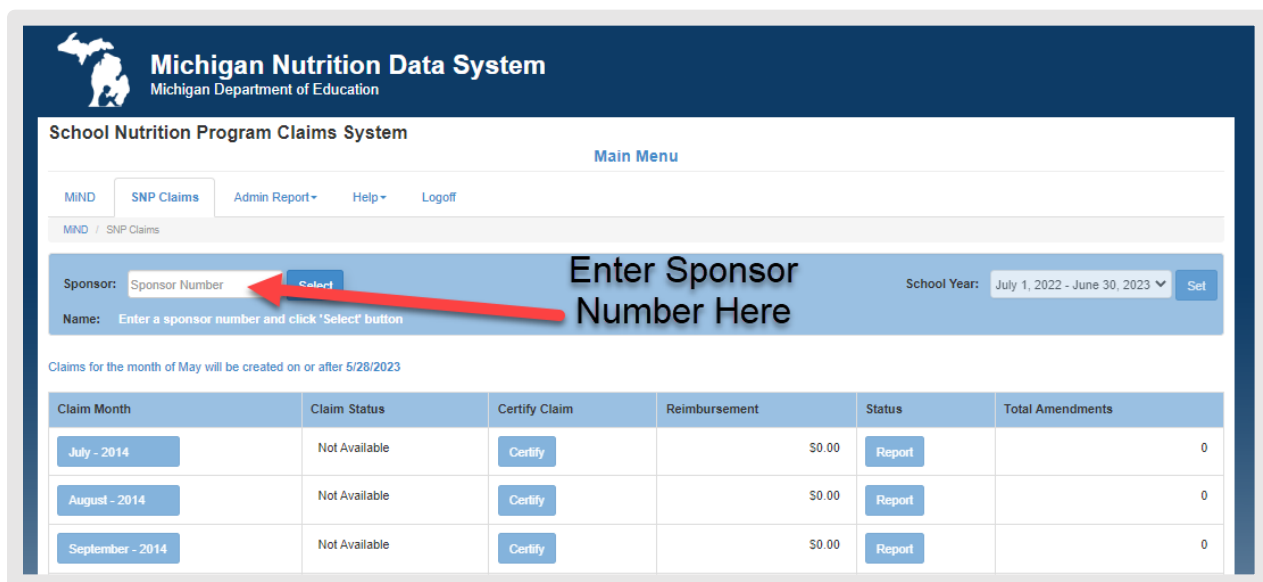


6. You will be directed to the old MIND system. Click on the School Nutrition Program (SNP) Claims link.



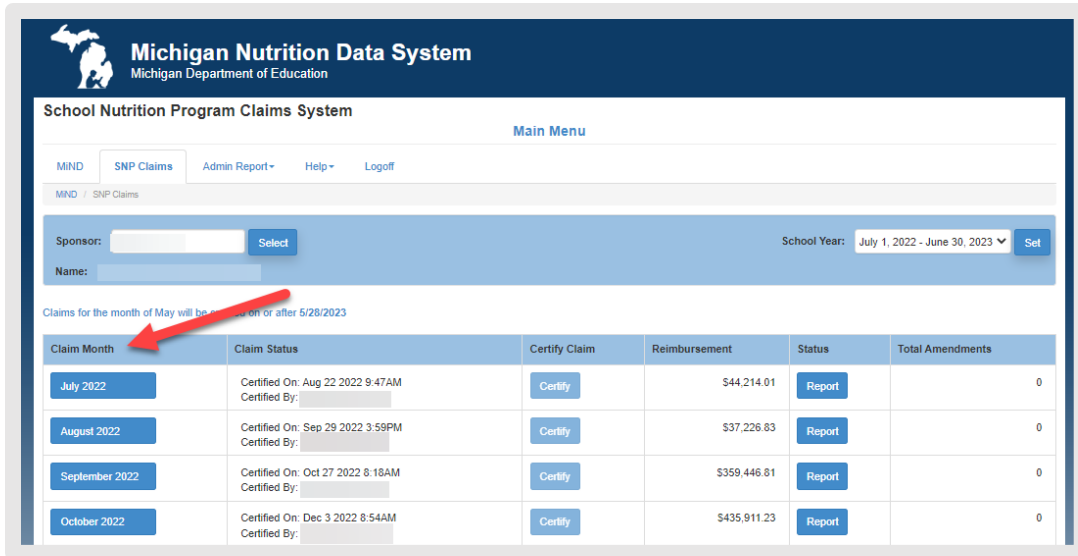
**MAIN MENU (SNP CLAIMS TAB)**

7. 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.

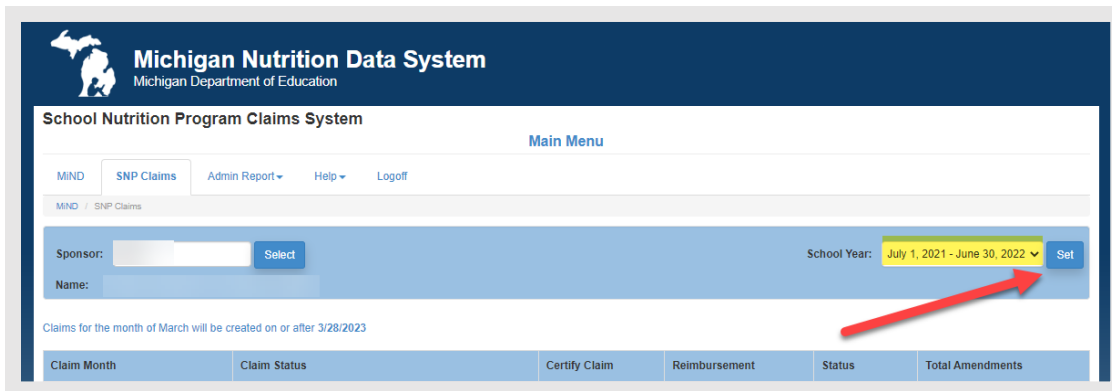


8. The page will default to the current school year (July 1 through June 30). If the amendment needed is in the current school year, click on the month(s) you need to amend.

**HOW TO AMEND CLAIMS IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

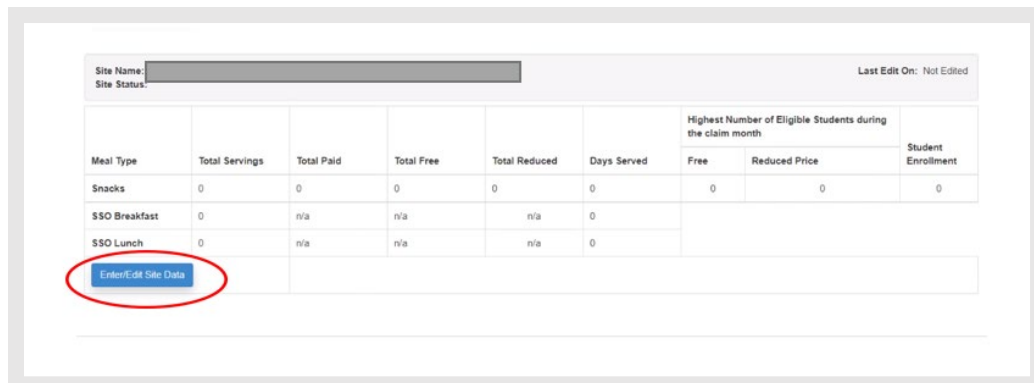


- If you are amending a previous school year claim, select the year from the *School Year* drop down and click Set button. This will refresh the page to select the month you need to amend.



**SPONSOR SUMMARY AND SITE SELECTION (SPONSOR SUMMARY TAB)**

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



**INPUT CLAIM DATA (SITE EDIT TAB)**

- 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

## HOW TO AMEND CLAIMS IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

automatically. Enter the total days served for that month for all meals. Click “save” to save the site claim.

Sponsor: \_\_\_\_\_ School Year: 2023 (July 1, 2022 - June 30, 2023)  
 Site: \_\_\_\_\_ Go ClaimMonth: March 2023  
 Next Site-->

Site Details

Site Name: \_\_\_\_\_ Site Status: \_\_\_\_\_ Last Edit On: Apr 11 2023 8:38AM

| Meal Type | Total Servings | Total Paid | Free and reduced counts |               | Days Served | Highest Number of Eligible Students during the claim month |               | Student Enrollment |
|-----------|----------------|------------|-------------------------|---------------|-------------|--|---------------|--------------------|
|           |                |            | Total Free              | Total Reduced |             | Free   | Reduced Price |                    |
| Breakfast | 1632           | 415        | 1149                    | 68            | 15          | 193  | 14            | 325                |
| Lunch     | 2949           | 808        | 1962                    | 179           | 15          |  |               |                    |

Click Save Button After Entering or Amending Above Data

Calculates automatically

Exceeds Attendance Factor

Exceeds Enrollment

### CERTIFY THE CLAIM (SPONSOR SUMMARY TAB)

12. Once all the claim amendments are entered for all sites, you can certify the claim.

Claim Totals

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

Michigan 10-Cents a Meal

| Meal Type | Total Servings |
|-----------|----------------|
| Breakfast |                |
| Lunch     |                |

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

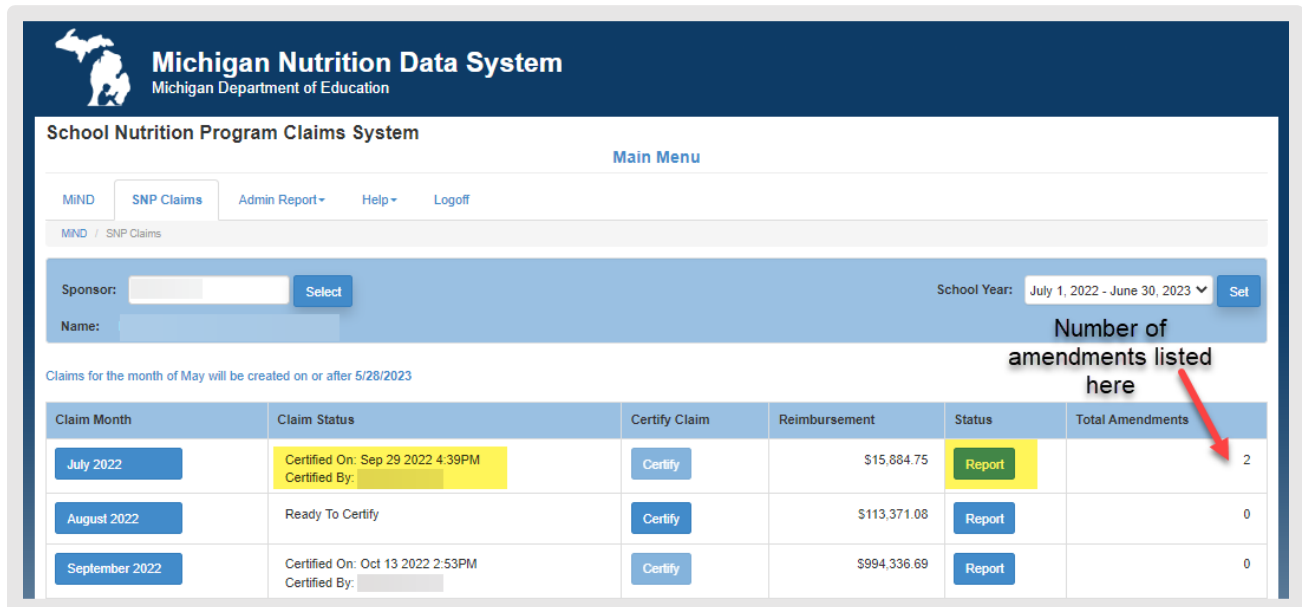
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (31 U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

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 with the amendments.

\*\*Note, if the claim amendment is for an increase in reimbursement and is submitted after the due date, you may see the amendment is *On hold, Certified after deadline*. This means the amendment needs to be reviewed and released by MDE. If the upward amendment is due to an administrative review, the

## HOW TO AMEND CLAIMS IN THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

claims will be released. If the upward amendment is after 90 days and not requested by MDE, the adjustment in funds may not be approved.



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

**School Nutrition Program Claims System** [Main Menu](#)

MIND **SNP Claims** Admin Report Help Logoff

MIND / SNP Claims

Sponsor:   School Year: July 1, 2022 - June 30, 2023

Name:

Claims for the month of May will be created on or after 5/28/2023

| Claim Month    | Claim Status                                      | Certify Claim                          | Reimbursement | Status                                | Total Amendments |
|----------------|---|--|---------------|---------------------------------------|------------------|
| July 2022      | Certified On: Sep 29 2022 4:39PM<br>Certified By: | <input type="button" value="Certify"/> | \$15,884.75   | <input type="button" value="Report"/> | 2                |
| August 2022    | Ready To Certify                                  | <input type="button" value="Certify"/> | \$113,371.08  | <input type="button" value="Report"/> | 0                |
| September 2022 | Certified On: Oct 13 2022 2:53PM<br>Certified By: | <input type="button" value="Certify"/> | \$994,336.69  | <input type="button" value="Report"/> | 0                |

Number of amendments listed here

For questions regarding claims please contact Financial Specialist JL Purves via email [purvesj@michigan.gov](mailto:purvesj@michigan.gov) or via phone 517-241-5358.