TO: Child and Adult Care Food Program Institutions  
FROM: Marla J. Moss, Director  
Office of School Support Services  
DATE: September 14, 2015  
SUBJECT: Transitioning the Child and Adult Care Food Program (CACFP) Claim System to the Michigan Nutrition Data (MiND) System  

The Michigan Department of Education (MDE) will be integrating the CACFP claims system into the new MiND system effective on or around September 17, 2015. The overall process to submit CACFP claim data, however, will remain the same after the transition.

An instruction guide on how to submit CACFP program claims is attached to this memorandum to assist you with the transition to the new MiND system. The claim system instruction guide provides instructions on how to access and navigate the MiND system with helpful screen shots of the new system. The current reimbursement rates and the current claim submission deadlines have also been included for your reference.

Please note: Do not combine two or more months into one claim. Submit each month’s claim separately and certify each claim once data entry is complete. The claim can be certified on the Sponsor Summary page or the Main Menu page.

For questions regarding this memorandum, contact the CACFP office at (517) 373-7391.

Attachments: MiND Claim System Instructions  
July 1, 2015 – June 30, 2016 Reimbursement Rates  
Claims Submission Deadlines
Michigan Department of Education
Office of School Support Service
Child and Adult Care Food Program

Reimbursement Rates
July 1, 2015 – June 30, 2016

Child Care Centers

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>BREAKFAST</th>
<th>LUNCH/SUPPER</th>
<th>SNACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A (Free)</td>
<td>$1.66</td>
<td>$3.07</td>
<td>$.84</td>
</tr>
<tr>
<td>Category B (Reduced)</td>
<td>$1.36</td>
<td>$2.67</td>
<td>$.42</td>
</tr>
<tr>
<td>Category C (Paid)</td>
<td>$.29</td>
<td>$.29</td>
<td>$.07</td>
</tr>
</tbody>
</table>

An additional $.2375 cash-in-lieu of commodities is paid for each lunch and supper served.

<table>
<thead>
<tr>
<th>FAMILY DAY CARE HOMES</th>
<th>FAMILY DAY CARE HOME SPONSORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 0-50 Homes</td>
<td>$111 per Home</td>
</tr>
<tr>
<td>Tier 2 51-200 Homes</td>
<td>$ 85 per Home</td>
</tr>
<tr>
<td>201-1,000 Homes</td>
<td>$ 66 per Home</td>
</tr>
<tr>
<td>Each Home over 1,000</td>
<td>$ 58 per Home</td>
</tr>
</tbody>
</table>

60-Day Deadline and Late Claim Exceptions – Fiscal Year 2016

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) at the link to MiND web site.
SNP CLAIM SYSTEM ACCESS:
Michigan Education Information System Home Page
Child Nutrition Programs (CNP)
Claim and Payment Systems: MiND Michigan Nutrition Data System

MiND LOGIN SCREEN:
Enter your MEIS Login and Password and click Login.
MiND HOME PAGE:
Click on: Child and Adult Care Food Program (CACFP) Claims.

MAIN MENU (CACFP Claims Tab):
Click on the appropriate month to enter claim information.
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.

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.

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.
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.

The claim can also be certified on the Main Menu.

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

**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.