

2008 Fresh Fruit and Vegetable Program Claim Process

1. Purpose

This document provides guidance for applicants in how to use the Michigan Electronic Grants System (MEGS) to enter and submit monthly Fresh Fruit and Vegetable Program (FFVP) claims for Fiscal Year 2008. Each month the FFVP application will be amended to include the claims for the next month. Once claims are approved in MEGS, applicant agencies will use the Cash Management System to draw down funds.

2. Application Status

To begin the claims process each month, your application must be in the status **Grant Awarded**. It achieves that status when initially approved, and when the previous month claim submission is approved by the Michigan Department of Education (MDE).

Fresh Fruit and Vegetable Program		
Application #0708-0118 [redacted] School District	Status: Grant Awarded	
Description: [redacted] Elementary		
Grants	Access Level	Granted By
Fruit And Vegetable Grant	Authorized Official	
VIEW / EDIT	AMEND APPLICATION	VIEW REPORTS
VIEW HISTORY	AWARD PACKET	

3. Amend Application

To create an amendment, an Authorized Official (Level 5) or Application Administrator (Level 4) selects **Amend Application**, then **Confirm**.

Fresh Fruit and Vegetable Program		
Application #0708-0118 [redacted] School District	Status: Grant Awarded	
Description: [redacted] Elementary		
Grants	Access Level	Granted By
Fruit And Vegetable Grant	Authorized Official	
VIEW / EDIT	AMEND APPLICATION	VIEW REPORTS
VIEW HISTORY	AWARD PACKET	

You have chosen to amend the following application:

Application #0708-0118 by [redacted] School District
Status: Grant Funds Available
Fresh Fruit and Vegetable Program

- Fruit And Vegetable Grant

What would you like to do? [Confirm](#) [CANCEL](#)

Note: Each time you start a new monthly claim, you will click the **Amend Application** button. This process is repeated each month in order to enter claim information.

4. Claims

The application will now include a **Claims** section, as shown below. Authorized Officials (Level 5), Application Administrator (Level 4), or Grant Writer (Level 2) may make changes on the application to enter claim information.

This "Fresh Fruit and Vegetable Program" application contains the following grant(s):

Grant	Apply Now/Later
Fruit And Vegetable Grant	Apply Now

- The current status is **Amendment In Progress**
- This application is due on **Thursday, April 05, 2007**
- This agency met its **Gun-Free Schools Act** reporting requirement for the 2006-07 school year by submitting the SRSD End of Year report to CEPI
- [Important Information About the Fresh Fruit and Vegetable Program Application](#)
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [View Last Confirmation of Submittal](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

GENERAL INFORMATION

- [Applying for the Fruit and Vegetable Program](#)
- [Grant Contact and Fiscal Agent Information](#)
- [Add/Review Schools](#)
- [Modifications](#)
- [Amendment Description](#)

CLAIMS

- [Claim Selection and Cost Summary](#)

PROGRAM INFORMATION

- [Monthly Site Log](#)
- [Proposal](#)
- [School Data](#)

SUBMIT AMENDED APPLICATION

5. Claim Selection and Cost Summary

After clicking on **Claim Selection and Cost Summary**, you will see this page:

[VIEW PDF](#)

ADRIAN CITY SCHOOL DISTRICT (46010) PRAIRIE ELEMENTARY SCHOOL (46010) BUILDING CODE: 09675						
CLAIM SELECTION AND COST SUMMARY						
Claim Month	Fruit and Vegetable	Operating Labor	Administrative Labor	Operating Supplies / Other	Administrative Non-labor	Total
July 2007						0.00
August 2007						0.00
September 2007						0.00
October 2007						0.00
November 2007						0.00
December 2007						0.00
January 2008						0.00
February 2008						0.00
March 2008						0.00
April 2008						0.00
April 2008	Fruit and Vegetable Costs					0.00
April 2008	Labor Costs					0.00
April 2008	Other Costs					0.00
June 2008						0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00

When you place the cursor/hand over the month you wish to enter claim data for, you will see three cost categories appear: **Fruit and Vegetable Costs**, **Labor Costs**, and **Other Costs**. Move the cursor over the desired cost category and wait until that month's page appears. Click on the desired page and enter data.

For each line used, all items (boxed areas on that line) must be completed. The Total for each cost category will be calculated by MEGS when you click **Save**.

CLAIM SELECTION AND COST SUMMARY						
Claim Month	Fruit and Vegetable	Operating Labor	Administrative Labor	Operating Supplies / Other	Administrative Non-labor	Total
July 2007						0.00
August 2007						0.00
September 2007						0.00
	<ul style="list-style-type: none"> Fruit and Vegetable Costs Labor Costs Other Costs 	\$	September 2007			0.00
						0.00

FRUIT AND VEGETABLE COSTS SEPTEMBER 2007							
Claim Month <u>September 2007</u>							
Invoice #	Date	Type	Product Description	Size / Weight of Shipping Unit	Number of Units	Cost per Unit	Total Cost
						\$	\$
						\$	\$
						\$	\$

LABOR COSTS SEPTEMBER 2007					
Claim Month: <u>September 2007</u>					
Type	Staff Name / Title	Wage / hr.	FFVP Hrs	FFVP Duties	Total Cost
		\$			\$
		\$			\$
		\$			\$
		\$			\$

Note: After completing the cost data for a particular cost category and clicking **Save**, you must click on **Claim Selection and Cost Summary**, found on the top or bottom of the page, which allows you to select the next cost category you wish to enter data for.

Main Menu Help
Application Menu Errors Report Menu
Logout
View Comments

[CLAIM SELECTION AND COST SUMMARY](#)

Click ADD if additional page needed

██████████ SCHOOL DISTRICT (46010)
 ██████████ ELEMENTARY SCHOOL (46010)
 BUILDING CODE: 09674

LABOR COSTS
 SEPTEMBER 2007
 -1

Claim Month: September 2007
 -1

Type	Staff Name / Title	Wage / hr.	FFVP Hrs	FFVP Duties	Total Cost
Operating labor for prep./serving ▼	you	\$ 10	20	preparing fruits & veggie	\$ 200.00
Administrative labor ▼	me	\$ 25	10	record keeping	\$ 250.00

Note: After completing all the cost data for a particular cost category for a month, click **Save**. If you require an additional page, click **Add**, as indicated.

To enter claim data for another month before submitting your claim, click **Claim Selection and Cost Summary**; then select the page for the desired month.

When all cost data for **Fruit and Vegetable Costs**, **Labor Costs**, and **Other Costs** has been entered and saved for the month, select **Claim Selection and Cost Summary** to review the results. It is suggested that you click **View PDF** and print a PDF copy of this page to keep for your records.

[VIEW PDF](#)

<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <div style="width: 100px; height: 15px; background-color: #ccc; border: 1px solid #000;"></div> <div>CITY SCHOOL DISTRICT (46010)</div> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 10px; margin-top: 5px;"> <div style="width: 100px; height: 15px; background-color: #ccc; border: 1px solid #000;"></div> <div>ELEMENTARY SCHOOL (46010)</div> </div> <div style="text-align: center; margin-top: 5px;">BUILDING CODE: 09674</div>						
CLAIM SELECTION AND COST SUMMARY						
Claim Month	Fruit and Vegetable	Operating Labor	Administrative Labor	Operating Supplies / Other	Administrative Non-labor	Total
July 2007						0.00
August 2007						0.00
September 2007	80.00	200.00	250.00	200.00	150.00	880.00
October 2007	180.00	150.00	300.00	40.00	100.00	770.00
						0.00

6. Monthly Site Log

A **Monthly Site Log** is required for each month with claims activity. To access the log, click on **Application Menu**, located in the header. The **Monthly Site Log** is listed under the **Program Information** heading.

CLAIMS

- [Claim Selection and Cost Summary](#)

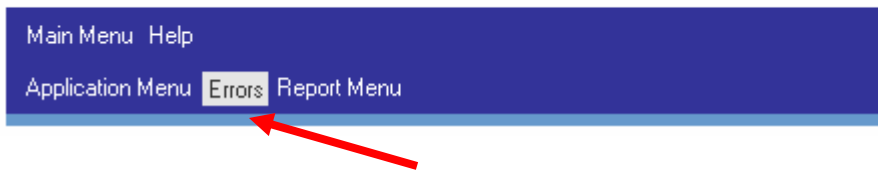
PROGRAM INFORMATION

- [Monthly Site Log](#)
- [Proposal](#)
- [School Data](#)

[SUBMIT AMENDED APPLICATION](#)

7. Checking for Errors

When you have finished entering all information, click **Errors** in the header to check for errors.



If the application (including the claim and Monthly Site Log) has any errors, error messages will be shown. Click on the links in the error messages to go to the appropriate page, correct the error, re-save the page, and again click **Errors**.

The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:

General Information / Program Information
<ul style="list-style-type: none"> • Labor Costs: Prairie Elementary School - September 2007 <u>-1</u> All Items in a row are required.

When you get a no error message, your application can be submitted.



No errors have been detected in this application.

8. Submitting Your Application

Only Authorized Officials (Level 5) can submit the amended application (claim). From the **Application Menu** page, click **Submit Amended Application**. A Confirmation of Submission will be presented; when agreement with terms is indicated, the application is submitted. The food service manager/director will receive an automated e-mail from MEGS confirming submission.

Main Menu Help Logout
Application Menu Errors Report Menu View Comments Peer Review Results

SUBMIT AMENDED APPLICATION

This "Fresh Fruit and Vegetable Program" application contains the following grant(s):

Grant	Apply Now/Later
Fruit And Vegetable Grant	Apply Now

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Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES
[Control Access to this Application](#)

After your application is submitted and reviewed, it could be returned for modifications. If it is returned, an automated e-mail will be sent notifying your agency of the need for changes. An Authorized Official (Level 5) or Application Administrator (Level 4) can click **Modify Application** from the Main Menu. Use **View Comments** to review comments made by MDE about changes required.

Main Menu Help Logout
Application Menu Errors Report Menu Report Errors View Comments

You can also enter your comments in the **Comments to Consultant** box and click **Save**. Your comments will be forwarded to MDE.

General Comments

Comments to Consultant

SAVE CANCEL CLEAR

Navigate to the appropriate pages to make your modifications/changes and **Save**. Check for errors and resubmit the modified application, using the same processes as used for the original submission.

9. Tips on Navigating in MEGS

While in MEGS, AVOID use of the browser Back and Forward buttons. Always use links and buttons provided on the MEGS pages themselves.

A standard blue header bar is available, containing common functions. Use **Help** to access more information about the current page.

Logout permits you to log out from MEGS; when returning, all data previously saved in the application will be available to continue.

View PDF and the PDF buttons on the pages provide an Adobe Acrobat Reader Portable Document Format (PDF) of that information in a separate window for easy, consistent printing. Always print a copy of the desired page(s) of the PDF, not the view of the currently displayed page.

Sometimes links or buttons are "*greyed out*," unavailable for your use. MEGS controls the availability based upon security levels and status of the application. For example, once your application (claim) is submitted, you can view it, but not **Save** any changes unless the application is returned for modifications, or approved, and an amendment is initiated.

Always click SAVE before leaving this and all pages in MEGS on which you have made changes.

10. Questions?

If you have questions or problems, contact the School Nutrition Training & Programs Office at 517-373-3347.