

## 10 Cents a Meal Invoice System User Guide

### Preparing an upload template

1. Open the 10 Cents a Meal invoice submission template. You must use this template. Do not alter the column headings.
  - a. Most of the reported submission errors come from adding columns, subtotals, blank lines, and changing the text of the column headers.  
**All of these changes will cause upload errors.**
2. Type or copy/paste the purchased items.
3. Required fields:
  - a. Product
  - b. Farm
  - c. Farm County
  - d. \$ Amount
    - i. This is the total dollar amount for that purchase. For example, if you purchased six cases of tomatoes, at \$50/case, you would enter the total, which is \$350.
4. Save the template on your computer with a name that makes sense to you. For example, October Farmer's Market, or July GFS.

### Submitting the data

1. Log in to your GEMS/MARS account located in your MILogin for Third Party account and click on the task, "Create a 10 cent submission".
2. If you don't see a task for "create a 10 cent submission" you may not have access to GEMS/MARS. Follow the steps below.  
\*If you have already completed any step, skip that step, and move on to the next.
  - a) [Create a MEIS account](#) if you do not already have one. DO NOT create additional MEIS accounts. This will cause problems in the systems.
  - b) [Create a MILogin for Third Party](#) account if you don't already have one.
  - c) [Link MEIS and MILogin for Third Party accounts](#)
  - d) [Request Access to GEMS/MARS in MILogin for Third Party](#)
  - e) Request GEMS/MARS Program level Permissions
    - i. Follow the steps below to check the box for 10 Cents a Meal Program

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### Requesting Program Level Permissions

After logging into MILogin for Third Party, click on the GEMS/MARS link and agree to the terms and conditions.

The screenshot shows the top navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, and LOGOUT. Below the navigation bar, the page title is "Home Page of 'Your Name'". A subtitle reads: "Access your applications by clicking on the application links below". A list of application links is displayed, with a red arrow pointing to "Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)". The other links are "Michigan Education Information System Account Link", "Michigan Nutrition Data System 2.0", and "NexSys - Next Generation Grant, Application and Cash Management".

Click on the Request Access tab at the top of the page.

The screenshot shows a dark blue header with the text "GEMS/MARS Reviews". Below the header, there is a large white area with a dark blue button labeled "Request Access" in the center.

Follow the prompts and complete the required online form. When finished, choose the authorized official you would like your request to be sent to and then click "Submit" at the bottom of the page to finalize your request for access. An email will be sent to the authorized user who can grant approval, and you will be notified of the result. It is highly recommended that you contact the authorized official as well to let them know you have requested GEMS/MARS access and they should approve it.

The screenshot shows a form titled "Who would you like to send your request to for approval?". There are two radio button options: "My EEM Authorized Official, Superintendent, Board President (Someone's name will appear here)." and "My Sub-Recipient Administrator (Someone's name will appear here)". At the bottom right, there are two buttons: "Submit" (green) and "Cancel" (red), with a red arrow pointing to the "Submit" button.

If you have followed all of these steps above and are not granted access within 48 hours, email [mde-gems-ohns@michigan.gov](mailto:mde-gems-ohns@michigan.gov) and ask for assistance.

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### Finding the 10 Cent Meal Invoice in GEMS/MARS

1. Under "My Pending Tasks," select "Create a 10 cent submission."

Date	Task Description
03/04/2022	You have started the process for a board member training reimbursement called: july training. Please click here to submit your r
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by MDE. Please click here to re
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/24/2022	The Application window for AAA - TEST with an application ID of {nameofapps} for the 21st Century Community Learning Cente
02/24/2022	5, 2022 at 4PM to submit your materials as well as get all approvals. You MUST get approvals from all sources complete prior to
02/02/2022	The Supply Chain Assistance grant for AAA - TEST has been opened and access given to this user. The application is due Mar

2. A window will then pop up on the page where you can select the District and Month you are submitting invoice data for. In addition, you can give the submission a title, such as the distributor. Then click "Submit."

Create a 10 Cent Submission

Select a District  
Battle Creek Public Schools

Submission Name  
10 Cent Invoice

Month  
March

Submit Close

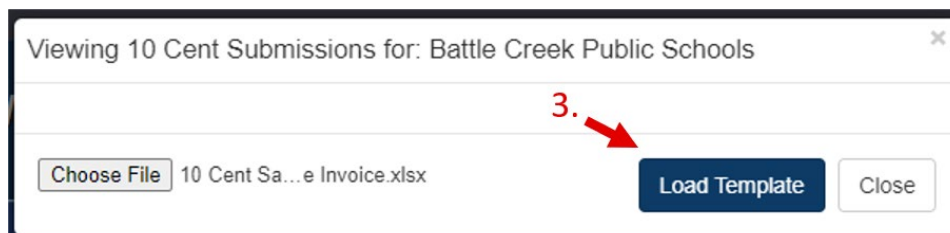
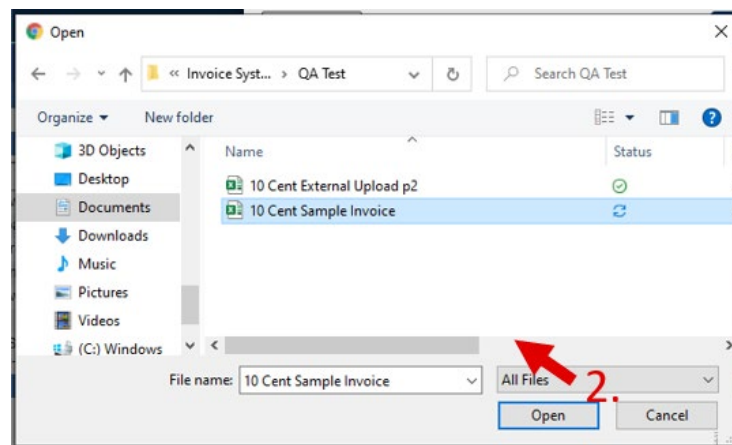
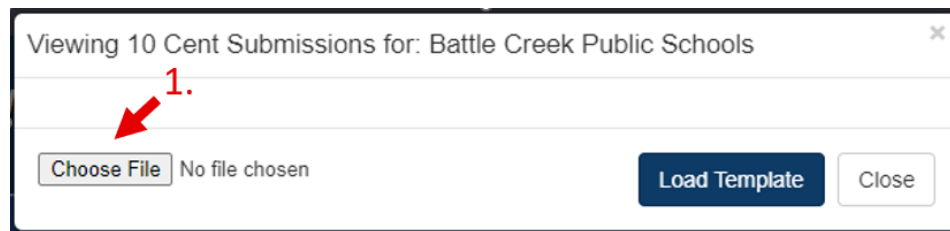
prior to finalizing your submission. Please click here to go to Submit Documents

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3. Your new submission will now appear at the top of "My Pending Tasks." Click on this new task.

My Pending Tasks	
Date	Task Description
03/07/2022	You have initiated a new submission with the name of 10 Cent Invoice. Please click here to view.
03/04/2022	You have started the process for a board member training reimbursement called: July training. Please
03/04/2022	The application for a board member training reimbursement called: test abc has been approved by ME
03/03/2022	Create a Board Member Training Reimbursement Request
02/25/2022	You have initiated a new submission with the name of test. Please click here to view.
02/25/2022	Create a 10 cent submission.
02/24/2022	The Application window for AAA - TEST with an application ID of {nameofapps} for the 21st Century C
My Public Responses	

4. A pop-up will then appear for you to upload your prepared invoice Excel file template.
- Step 1: click on "Choose File".
  - Step 2: select your relevant Excel file.
  - Step 3: click on "Load Template." As a reminder, these fields are required in your Excel file: **Produce Item, Farm, Farm County, and Cost Amount.**



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### These Fields are Required:

Product:	Farm:	Farm County:	Other Vendor/Supplier (if applicable) 1:	Other Vendor/Supplier (if applicable) 2:	\$ Amount:
Apples, Whole	Happy Apple Farm	Oceana	Vaneerden		70.5
Bell Peppers, Green	Pepper Palace Farm	Kent	GFS		32.08

You should then see a pop-up with the message: "Data submitted successfully."



### Checking the Status of Your Submission

1. To check the status of your submission, log-in to GEMS/MARS. From here, click on the submission you want to check. Under the column "Submission Status," you can view which invoices have been approved or disallowed.

Viewing 10 Cent Submissions for: New Buffalo Area Schools

Select	Sponsor Number	Sponsor Name	Month	Product	Farm	Farm County	Other Vendor/Supplier (if applicable) 1	Other Vendor/Supplier (if applicable) 2	\$ Amount	Submission Status	Batch
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Apples, whole 40lb	Riveridge Produce	Kent County	Gordon Food Service		\$230.94	Submitted	
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Apples, sliced 100 -Zz	Peterson Farms Fresh, Inc.	Oceana County	Gordon Food Service		120.68	Submitted	
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Cherries, dried 4#	Traverse Bay Fruit Co.	Grand Traverse County	Gordon Food Service		57.32	Submitted	
<input checked="" type="checkbox"/>	11200	New Buffalo Area Schools	January 2023	Lettuce, Spirit Mix 1#	Artesian Farm	Berrien County	Artesian Farm		252	Submitted	

Choose File No file chosen Save Load Template Download Data Close

10CClaim22 - 10 Cent Program Claiming FY 2022 Claim Bridgeport-Spaulding Community School District RVW  
 10CClaim22 - 10 Cent Program Claiming FY 2022 Claim Eastpointe Community Schools RVW  
 10CClaim22 - 10 Cent Program Claiming FY 2022 Claim AAA - TEST SUB  
 10CClaim22 - 10 Cent Program Claiming FY 2022 Claim Eaton Rapids Public Schools SUB  
 10CClaim22 - 10 Cent Program Claiming FY 2022 Claim Traverse City Area Public Schools RVW  
 10CClaim22 - 10 Cent Program Claiming FY 2022 Claim Traverse City Area Public Schools RVW

My Quick Reports

Once your data shows "submitted" status, there are no further actions needed. The MDE team will approve or disallow each line item in regular batches. Payments will be disbursed bimonthly via State Aid Management System (SAMS) or via fiduciary agent.