

Michigan Department of Education  
Grants Coordination and School Support  
**School Meals Program**  
**MEIS Security Access Form**

This form is required for each person requesting Level 3 "Enter/Certify" security access rights to any of the following Michigan Education Information System (MEIS) applications:

- **CNAP** - Child Nutrition Application Program      - Application/Renewal for School Year 2005/06
- **Claim for Reimbursement** - SM-4012-SL      - Claim Forms for School Year 2005/06
- **Verification Summary Report (SFARS)**      - Verification Results for School Year 2005/06
- **Year End Report** - SM-4012-A/R \*      - Report for School Year 2004/05

**Each different or additional designee must complete and submit a separate copy of this form.** A new form must be submitted for a replacement designee whenever the individual below is no longer authorized. Each designated individual with Level 3 "Enter/Certify" security access rights has the authority to grant Level 1 "Read Only" or Level 2 "Enter/Edit" rights to other individuals within their organization.

School District/Organization Name	Agreement Number
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**1. Designated Individual (Cannot be an employee of a Food Service Management Company)**  
I agree to protect my user identification and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting School Meals Program data on MEIS I am certifying that the data is true and correct, that records are available to support it and that it is in accordance with the terms of the existing Agreement

Signature	Date	* <b>A</b> _____ MEIS Account Number
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Print Name	Telephone Number
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\* If you HAVE already established an MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE.  
- If you do NOT have an MEIS account number, go to: <http://michigan.gov/meis> and click on the MEIS logo box on the top of the screen. Click on "Create an MEIS Account" and follow instructions.

Check if you are a:

\_\_\_\_\_ **Replacement Designee** \_\_\_\_\_  
Name of replaced designee to be removed from security access

**2. Level 3 "Enter/Certify" Security Access Rights**  
Check the MEIS Application(s) and corresponding authority for the above named Designated Individual:

<b>MEIS Application:</b>	<b>Authority:</b>
_____ <b>CNAP</b> . . . . .	Bind the School Food Authority to the laws, regulations, policies and rules of the National School Lunch/Commodity Distribution, School Breakfast, Special Milk, and Afterschool Snack Programs
_____ <b>Claim Form</b> . . . . .	Enter/Certify School Meals Program claim data
_____ <b>Year End Report</b> . . . . .	Enter/Certify School Meals Program food service cost and revenue data
	<b>* The Year End Report is not required for schools operating only the Special Milk Program</b>
_____ <b>Verification Report</b> . . . . .	Enter/ Certify School Meals Program verification summary data for the National School Lunch and School Breakfast Program

**3. Authorization by Superintendent or Administrator**  
I attest that the above named individual has the authority indicated in Part 2.

Signature of Superintendent or Administrator	Title
Print Name	Date

**4. Mail or fax form to:** Ruby Dixon, MDE, GCSS, P.O. Box 30008, Lansing, MI 48909  
**Fax: (517) 373-4022**