

Michigan Department of Education School Nutrition Programs

How to Apply

The application for the School Nutrition Programs (SNP) is a web-based application.

Local Education Authorities (LEAs), Public Schools, Non Public Schools and Public School Academies may skip to step 4.

Non-School Recipients (NSR) such as Residential Child Care Institution (RCCIs), camps, churches, and Community Action Agencies applying for Summer Food Service Program (SFSP) and/or Summer Camp Special Milk (SCSM) must complete steps 1 thru 6.

Step 1 Register with the Contract and Payment Express (C&PE).

Registering with the State Budget Office is required to receive payment from the State of Michigan. If your institution is already registered with the C&PE go to Step 2.

- Go to [Contract and Payment Express](#)ⁱ
- Click on Go to C&P Express
- Click on the New User button to register

Step 2 Obtain a Data Universal Numbering System (DUNS) Number.

A Data Universal Numbering System (DUNS) number is required for all recipients of Child Nutrition Program (CNP) funds. It is a unique nine-digit number obtained to track how federal money is distributed. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

- Go to [Dun & Bradstreet website](#)ⁱⁱ
- For questions, you may reach Dun & Bradstreet representatives at 866.705.5711.
- Once you have obtained your DUNS number, it must be entered in your agency's profile in the Education Entity Master (EEM), after you obtain security rights to EEM.

Step 3 Create Agency Profile in EEM.

Creating a profile in EEM is required in order to access MDE web-based applications. This step is necessary to:

- Obtain an agency entity code/agreement number
- Allow authorized users access to agency's profile in EEM

For information on how to obtain an agency entity code/agreement number and obtain security clearance in EEM, go to:

[Other Non-School Recipient \(ONSR\) Security Agreement](#)ⁱⁱⁱ

If your agency already has an entity code/agreement number, go to Step 4.

Step 4 Create a Michigan Education Information System (MEIS) Account Number.

A MEIS account is required to access MDE web-based applications. If you already have a MEIS account number go to Step 5.

- Go to [MEIS Homepage](#)^{iv}
- Under Authorization Information click on Create a MEIS Account
- Create your MEIS account
- Print or write down the MEIS account number, username and password

Step 5 Complete and submit a Child Nutrition Programs Security Agreement.

The security agreement is required to obtain access to the SNP application in MEGS+.

- Go to [MEIS Homepage](#)
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the security agreement
- Complete the agreement and fax to 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement. Confirmation will not be sent.

Step 6 Complete the SNP Application in Michigan Electronic Grant System Plus (MEGS+).

- Go to [MEIS Homepage](#)
- Under Child Nutrition Programs, click on the Michigan Electronic Systems Plus (MEGS+)
- Enter your username and password
- At the main menu (welcome screen) under My Available/Tasks, open Application/Tasks
- Click View Available Applications/Tasks
- Select appropriate CNP SNP Application
- Click Initiate
- Click I Agree
- Click Help on the Main Menu for instructions to complete the application
- Complete and submit the application

Questions?

Contact SNP at 517-373-3347 or e-mail mdeschoolnutrition@michigan.gov.

Rev. 11/2015

ⁱ www.michigan.gov/cpexpress

ⁱⁱ <http://fedgov.dnb.com/webform>

ⁱⁱⁱ http://www.michigan.gov/documents/cepi/EEM_security_agreement_408312_7.doc?20151216085649

^{iv} www.michigan.gov/meis