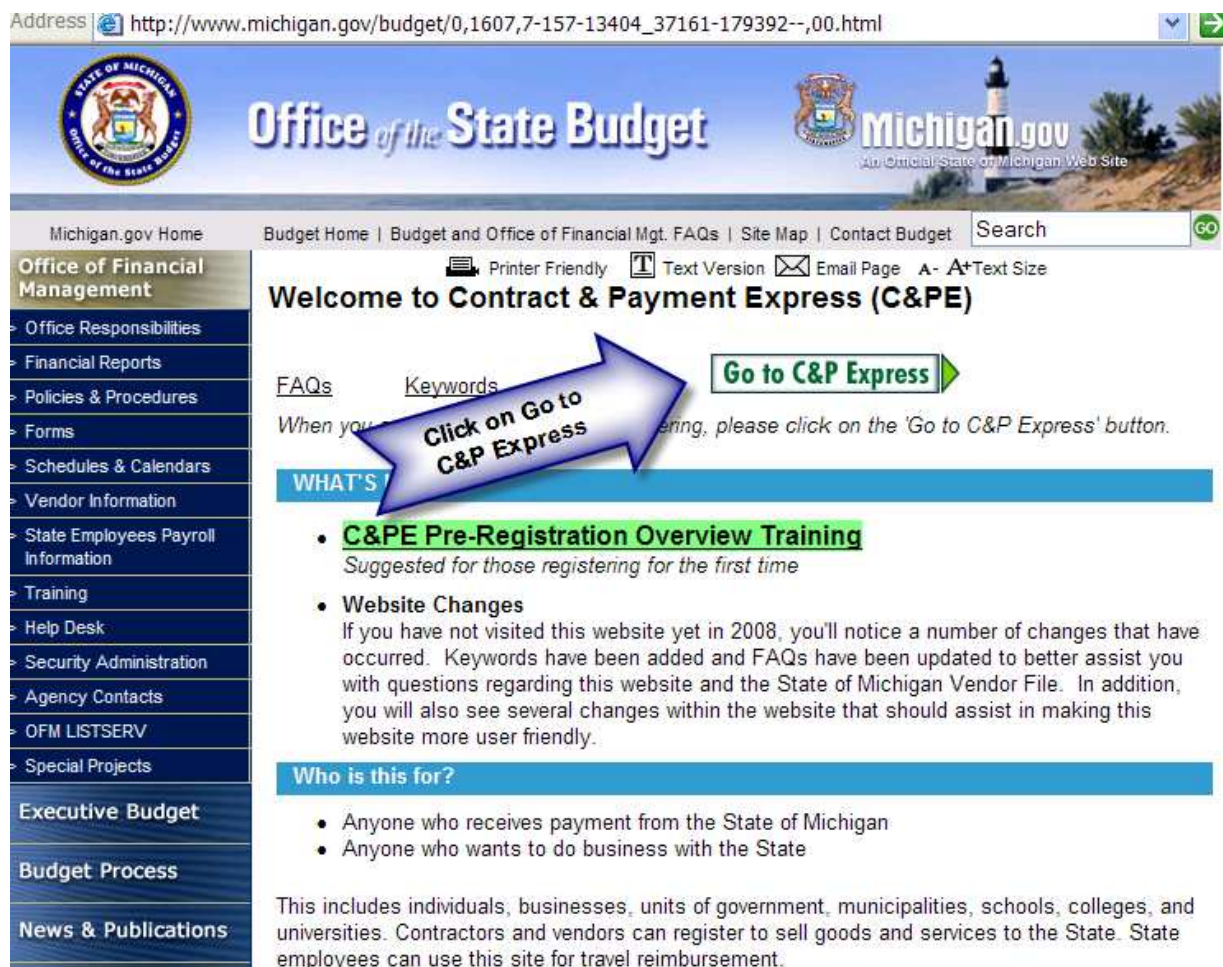


Summer Food Service Program (SFSP) Steps to Apply for New Non-School Sponsors

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

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

- Go to www.michigan.gov/cpexpress on the Internet
- Click on Go to C&P Express
- Click on the New User button to register



Address http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html

Office of the State Budget Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home Budget Home | Budget and Office of Financial Mgt. FAQs | Site Map | Contact Budget Search GO

Office of Financial Management
Printer Friendly Text Version Email Page A- A+ Text Size

Welcome to Contract & Payment Express (C&PE)

FAQs Keywords **Go to C&P Express**

When you are registering, please click on the 'Go to C&P Express' button.

WHAT'S NEW

- **C&PE Pre-Registration Overview Training**
Suggested for those registering for the first time
- **Website Changes**
If you have not visited this website yet in 2008, you'll notice a number of changes that have occurred. Keywords have been added and FAQs have been updated to better assist you with questions regarding this website and the State of Michigan Vendor File. In addition, you will also see several changes within the website that should assist in making this website more user friendly.

Who is this for?

- Anyone who receives payment from the State of Michigan
- Anyone who wants to do business with the State

This includes individuals, businesses, units of government, municipalities, schools, colleges, and universities. Contractors and vendors can register to sell goods and services to the State. State employees can use this site for travel reimbursement.

Step 2 Create Agency Profile in Education Entity Master (EEM)

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 3.

- Go to www.michigan.gov/sfsp on the Internet
- Scroll down to Sponsor Forms and Publications
- Click on *Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)*.

The screenshot displays a web page with the following content:

- Sponsor Operational Memos**
 - [Fiscal Year 2009](#) [edit]
 - [Archives-Sponsor Operational Memos](#) [edit]
- Sponsor Forms & Publications**
 - [Non-School Recipient Steps for Accessing the Educational Entity Master \(EEM\)](#) PDF [edit]
 - [2009 USDA Guidance Manuals](#) [edit]
 - [Income Eligibility Forms for Camps and Enrolled Students](#) [edit]
 - [Field Trip Notification Form](#) PDF [edit]
 - [Meal Counting and Claiming](#) [edit]
 - [Meal Patterns and Food Production](#) [edit]
 - [Posters for SFSP Sponsors](#) [edit]
 - [Procurement and Costs](#) [edit]
 - [Site Training and Monitoring](#) [edit]
 - [Temporary Site Change Form](#) PDF [edit]
 - [The Key to Reimbursement Summer Food Service Program 2009](#) PDF [edit]

A blue arrow points to the link "Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)".

On the right side, there is a sidebar titled "Share Your Thoughts" with links for "[edit]" and "[Edit Category]".

Step 3 Create a Michigan Education Information System (MEIS) account number.

A MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have a MEIS account number, go to Step 4.

- Go to www.michigan.gov/meis on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password

The screenshot shows the Michigan Department of Education website. At the top, there is a navigation bar with links for MDE Home, Site Map, FAQ, Contact MDE, Keywords, and Online Services. Below this is a search bar and a 'GO' button. The main content area is titled 'MEIS User Management v1.4' and includes a 'MEIS' logo and instructions: 'To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.' Below this is a 'Jump to a category...' dropdown menu with a 'Go' button. The 'MEIS Data Submission Applications' section is divided into three sub-sections: 'Authorization Information', 'Adequate Yearly Progress and Education YES', and 'Annual Vocational Authorization Application'. The 'Authorization Information' sub-section contains three links: 'Create an MEIS Account', 'Verifying Your MEIS Author...', and 'MEIS Authorized User Remov...'. A blue arrow points to the 'Create an MEIS Account' link. The 'Adequate Yearly Progress and Education YES' sub-section contains a link for 'Michigan School Report Card' and a PDF link for 'AYP Security Agreement'. The 'Annual Vocational Authorization Application' sub-section contains links for 'Annual Vocational Authorization Application' and 'Online Annual Vocational Authorization Security Agreement PDF'. The 'Child Nutrition Programs (CNP)' sub-section contains links for 'Program Applications' (including 'Child Nutrition Application Program (CNAP)') and 'Claim Forms'.

Step 4 Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the SFSP application.

- Go to www.michigan.gov/meis on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement

Welcome

MEIS User Management v1.4

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM

To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category... Go

MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- [Michigan Online Educator Certification System](#)

Authorization Information

- [Create a MEIS Account](#)
- [MEIS Authorized User Removal Request](#) PDF
- [Verifying Your MEIS Authorized Users](#)

Adequate Yearly Progress and Education YES!

- [Michigan School Report Card](#)
The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement. [More](#)
- [AYP Security Agreement](#) PDF

Cash Management System (CMS)

- [Podcast: CMS Overview Video](#)
- [Cash Management System \(CMS\)](#)

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [MiND Michigan Nutrition Data System](#)
- [Child Nutrition Program Security Agreement](#) PDF

Financial Information Database (FID)

- [Financial Information Database \(FID\)](#)

Click on Child Nutrition Program Security Agreement


Step 5 Complete the SFSP Application.

- Go to www.michigan.gov/meis on the Internet
- Click on the Michigan Electronic Grants System *Plus* (MEGS+) link

- > Archive: Active/Historical Grant Programs
- > Libraries and Librarians
- > Other Federal and Private Grant Sources
- > Michigan Electronic Grant System (MEGS)
- > MEIS (Michigan Education Information System)
- State Board of Education
- Offices
- Programs
- News & Publications
- Curriculum & Instruction
- School Administration
- Parents & Family
- Assessment and Accountability
- Library of Michigan
- Library Programs & Collections

Welcome

MEIS User Management v1.4



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Jump to a category... Go

MEIS Data Submission Applications


Mich Online Educator Certification System (MOECS)

- [Michigan Online Educator Certification System](#)

Authorization Information

- [Create a MEIS Account](#)
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Child Nutrition Programs (CNP)

- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4012-SL](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [MiND Michigan Nutrition Data System](#)
- [Child Nutrition Program Security Agreement](#) PDF

Departments/Agencies

Online Services

Surveys

RSS Feeds

MDE Quick Links

- Contact MDE
- Michigan eLibrary (MeL)
- Michigan Online Resources for Educators
- ISD Financial Reports
- Directory of Schools
- Notices & Public Comments
- No Child Left Behind
- Recognition Programs
- Family FUNdamentals Pre K-3 Learning Activities

Superintendent's Podcast

twitter

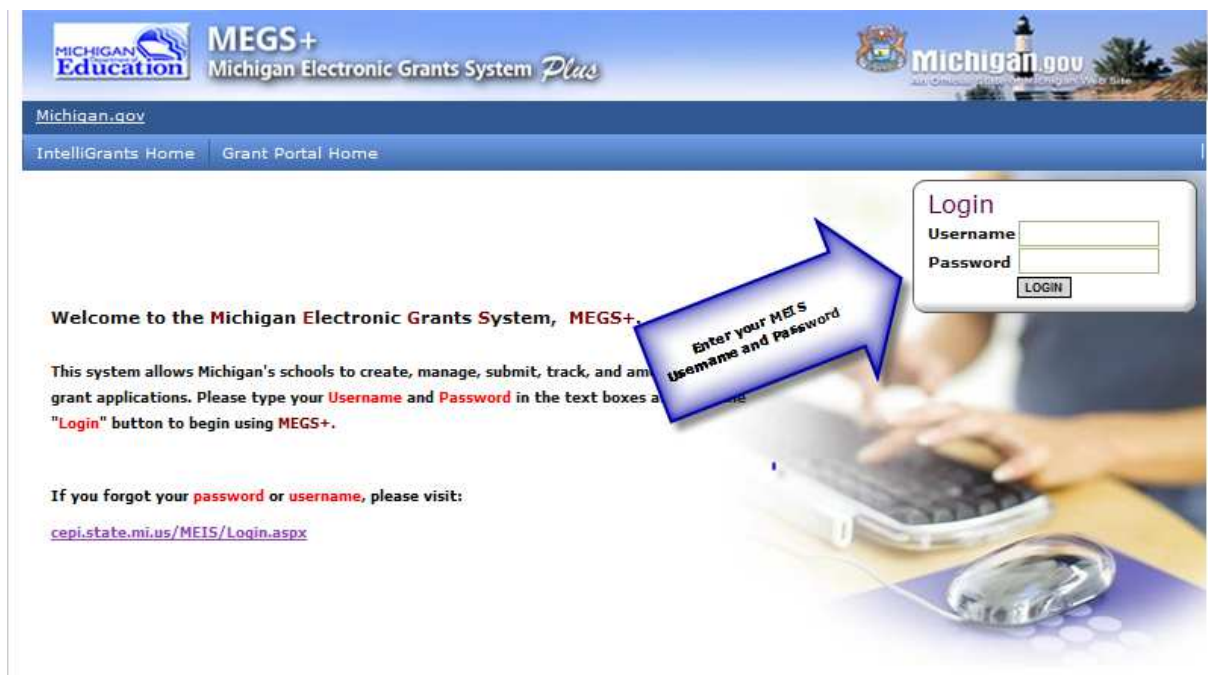
Find us on Facebook

SBE Meeting Videos

Click on Michigan Electronic Grants System Plus

Step 5 Complete the SFSP Application (con't).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application



The screenshot shows the MEGS+ (Michigan Electronic Grants System Plus) login page. At the top, there are logos for Michigan Education and Michigan.gov. Below the logos, there are navigation links for "IntelliGrants Home" and "Grant Portal Home". The main content area features a "Login" form with fields for "Username" and "Password", and a "LOGIN" button. A blue callout arrow points to the form with the text "Enter your MEGS Username and Password". Below the form, there is a welcome message and instructions on how to use the system, including a link for forgotten passwords: cepi.state.mi.us/MEIS/Login.aspx.

Approval and Record Keeping

Prior to final approval, a member of our staff will contact you to schedule a Pre-Operational Review. Upon approval MDE will send a message via e-mail and an approval letter.

Start keeping records to support meal reimbursement such as:

- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies

Record keeping forms are available on the Internet at www.michigan.gov/sfsp. Scroll down to Sponsor Forms and Publications.

Questions?

Contact the SFSP by phone at (517) 373-3347 or e-mail at MDE-SchoolNutrition@michigan.gov