



MEGS+

Michigan Electronic Grants System *Plus*

Application User Manual for Child and Adult Care Food Program Centers

NOTE: This information was produced for prior application years. Please keep in mind to update the year where 2012 is mentioned.

<https://mdoe.state.mi.us/megsplus>

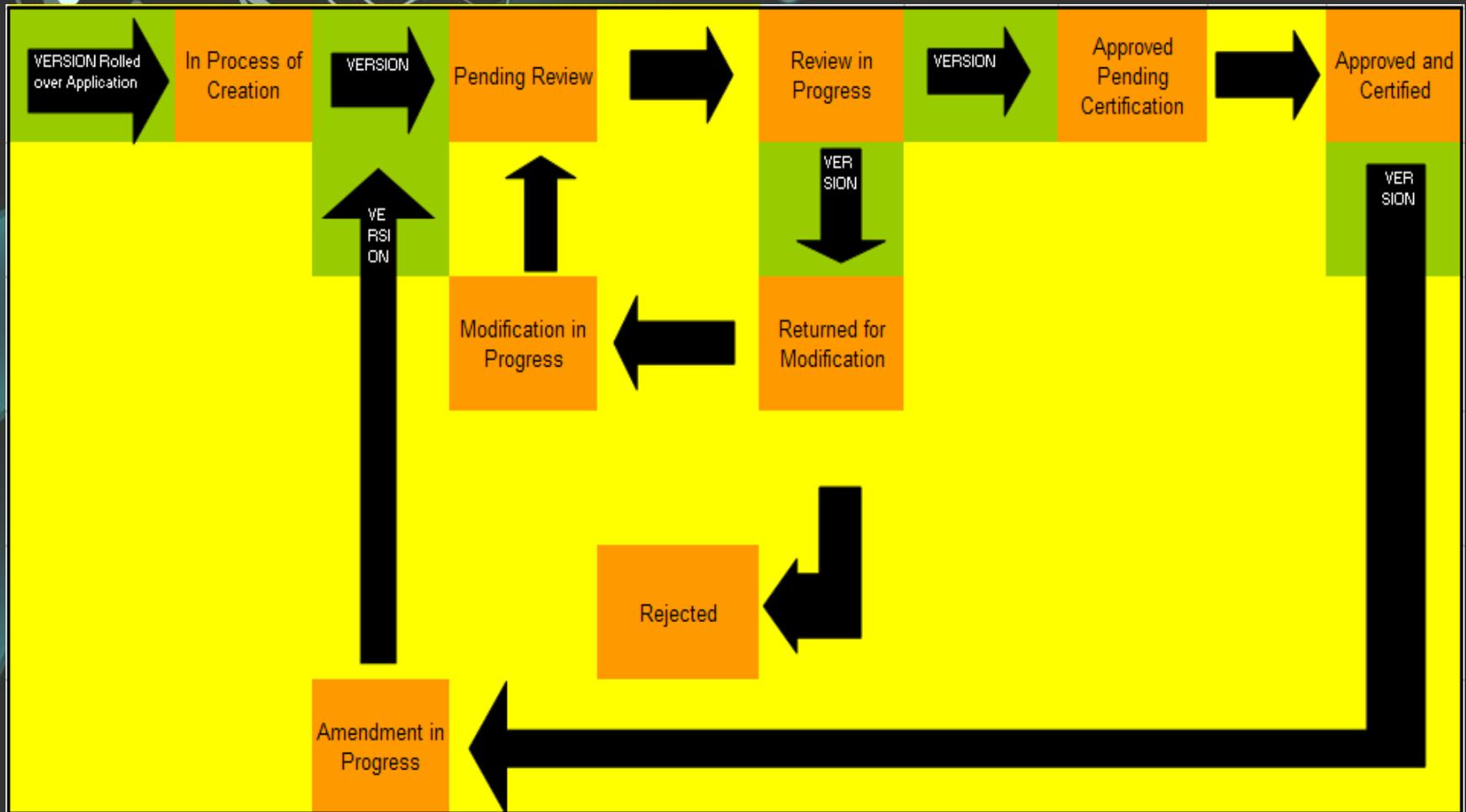
MEGS+ Needs and Advantages

Before: Child Nutrition Application Program (CNAP) - since 2003 -
Developed in Classic ASP and SQL Server 2000

Now: Michigan Electronic Grants System Plus (MEGS+)

- ❖ Keeping up with technology
- ❖ Better performance, better interface
- ❖ One integrated system
- ❖ Easy reporting through report servers

MEGS+ Centers Application Process Flow



Note: The process flow for Child Nutrition Applications has NOT changed.

MEGS+ Translation Guide

Comparison of terminology in CNAP and MEGS+

CNAP Terminology	MEGS+ Terminology
Initiate an Application	View Available Applications/Tasks
Add Users	Agencies/Agency Contacts/ New Contacts
Submit Application Button on Main Menu	Change the Status link on Application Menu
Modify Application Button on Home page	Change the Status link on Application Menu
Amend Application Button on Home page	Change the Status link on Application Menu
Delete Application Button on Home page	Delete feature not available
Add a Site, Edit, Save	Add a Site, Save, Edit Site from Site listing
Create a PDF Request (Overnight creation)	Create Instant PDF
Scrolling through a list of forms (Next, Previous)	Links to Related forms

MEGS+ Home Page

To reach the MEGS+ Home Page (log in screen):

- Go to the MEIS homepage (shown on left) at <http://www.michigan.gov/meis>.
- Click on the link for Michigan Electronic Grants Systems Plus (MEGS+).
- The screen below should appear. Enter your username and password.
 - NOTE: If you already have a login username and password with CNAP, they will also work to log in to MEGS+

MEIS User Management v1.4

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...

MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- [Michigan Online Educator Certification System](#)

Authorization Information

- [Create an 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** [\[edit\]](#)
 - [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

Michigan.gov | [IntelliGrants Home](#) | [Grant Portal Home](#) | [MEGS+ Home](#) | [Contact MDE](#) | [MDE Home](#)

Login

Username

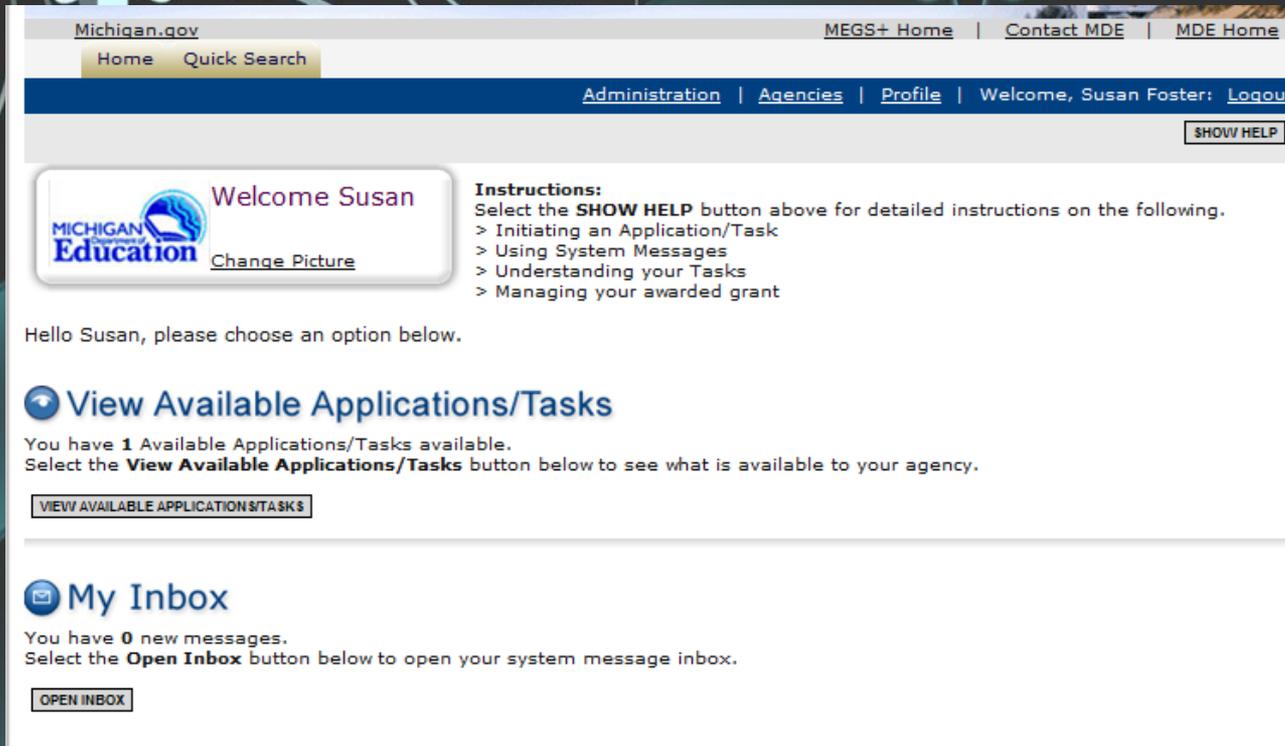
Password

Welcome to the Michigan Electronic Grants System, MEGS+.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your **Username** and **Password** in the text boxes and click the "Login" button to begin using MEGS+.

If you forgot your **password** or **username**, please visit:
cepi.state.mi.us/MEIS/Login.aspx

MEGS+ Home Page



The screenshot shows the MEGS+ Home Page for a user named Susan Foster. The page includes a navigation bar with links for Home, Quick Search, Administration, Agencies, Profile, and Logout. A 'SHOW HELP' button is visible. The main content area features a 'Welcome Susan' message with a 'Change Picture' link. Below this, there are instructions on how to use the system, followed by a section for 'View Available Applications/Tasks' which shows 1 available application and a 'VIEW AVAILABLE APPLICATIONS/TASKS' button. A 'My Inbox' section shows 0 new messages and an 'OPEN INBOX' button.

View Available Applications/Tasks

- Used to initiate.
- Option will only appear if you have applications/tasks to initiate.

My Inbox

- Emails generated automatically by MEGS+ may be visible here in addition to your normal email account.

My Applications/Tasks

- Depending on security access level and your stage in the application, you may see an area titled, 'My Application/Tasks'.



- **After initiating an application/task, check here FIRST for any pending actions.**

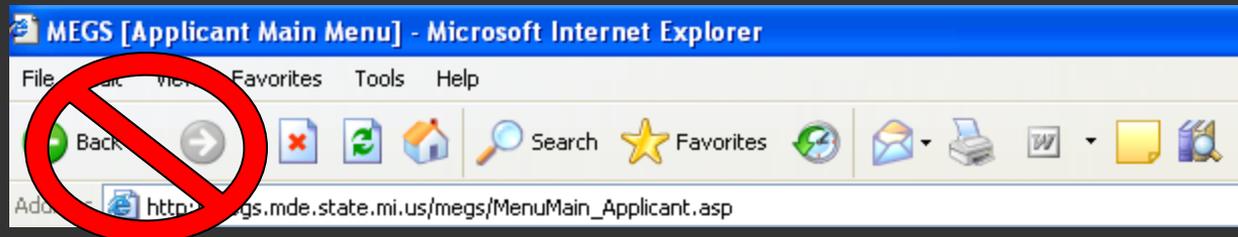
MEGS+

Avoid Back and Forward

- It is highly recommended that users use the navigation provided within the application.

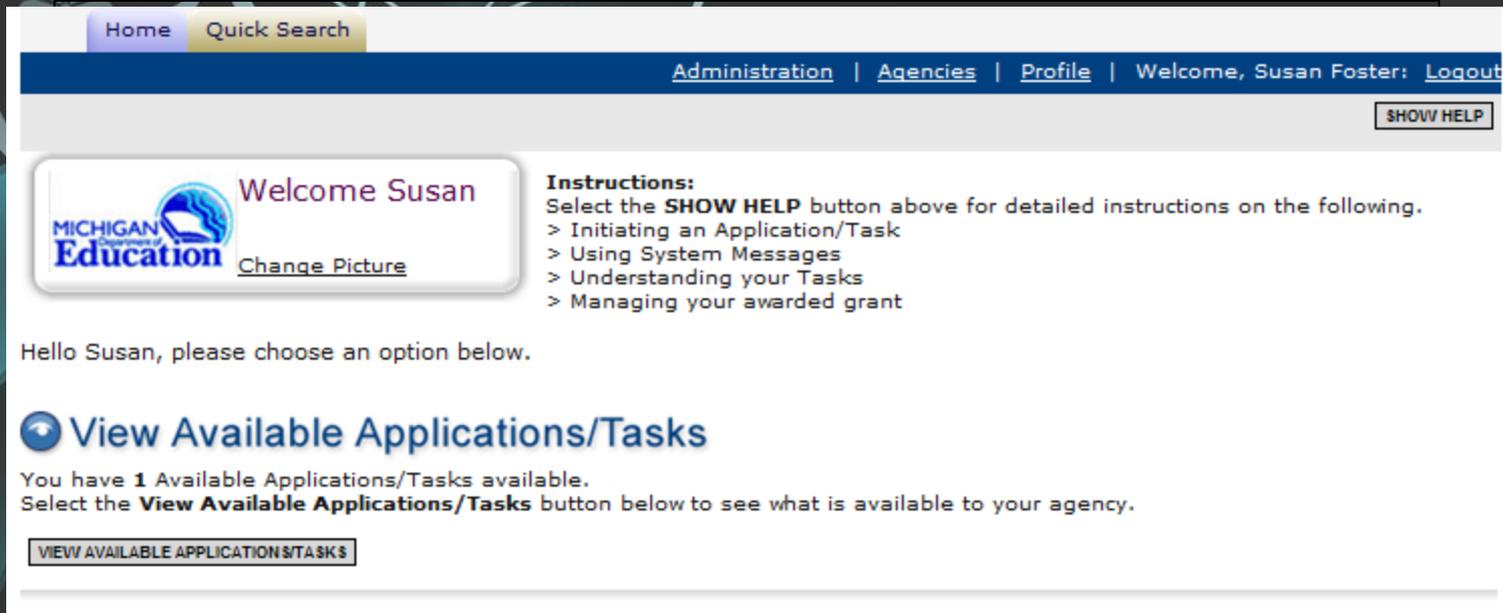


- The browser's **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.
- Avoid the **Back** and **Forward** buttons in order to always see the latest information.



MEGS+ Home Page

Initiate an Application/Task (Level 3)



The screenshot shows the MEGS+ Home Page interface. At the top, there are navigation links: Home, Quick Search, Administration, Agencies, Profile, and Welcome, Susan Foster: Logout. A SHOW HELP button is located in the top right corner. Below the navigation bar, there is a welcome message: "Welcome Susan" with a "Change Picture" link. To the right of the welcome message, there are instructions: "Instructions: Select the SHOW HELP button above for detailed instructions on the following." followed by a list of tasks: "> Initiating an Application/Task", "> Using System Messages", "> Understanding your Tasks", and "> Managing your awarded grant". Below the instructions, there is a message: "Hello Susan, please choose an option below." and a large blue button labeled "View Available Applications/Tasks". Below this button, there is a message: "You have 1 Available Applications/Tasks available. Select the View Available Applications/Tasks button below to see what is available to your agency." and a button labeled "VIEW AVAILABLE APPLICATIONS/TASKS".

- Select **View Available Application/Tasks**.
- Options available, if any, dependent upon program requirements and user's security level.

MEGS+ Home Page

Initiate an Application/Task (Level 3)

- Click the **Initiate** button.

Available Applications/Tasks

To initiate an item listed below, select the **Initiate** button below each description.

CNP: Child And Adult Care Food Program - Centers (CACFP-2012) for Michigan Child Care Centers, Inc.

Offered By:

GCSS: Nutrition

Description:

INITIATE

- Follow the prompts to confirm.

Agreement

Please make a selection below to continue.

Are you sure you wish to apply for this grant?

I AGREE

I DO NOT AGREE

MEGS+ Home Page

My Inbox

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

SHOW HELP

Welcome Susan

Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Initiating an Application/Task
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Susan, please choose an option below.

View Available Applications

You have 1 Available Applications. Select the **View Available Applications** button below.

VIEW AVAILABLE APPLICATION/TASKS

My Inbox

You have 0 new messages. Select the **Open Inbox** button below.

OPEN INBOX

My Inbox

You have 1 new messages. Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

- Some messages for user's action may appear here.
- May also be received in user's normal email account.

My Inbox

Sort inbox messages by: -- Select -- | GO | View All System Messages

Priority	Sender	Subject	Date/Time
	DeYoung, Mr. Andrew	MEGS+ Training	3/4/2011 9:17:53 AM

Drag Here

Priority	Sender	Subject	Date/Time
	DeYoung, Mr. Andrew	MEGS+ Training	3/4/2011 9:17:53 AM

MEGS+ Training Coming Soon To A Theater Near You!

CLOSE REPLY

MEGS+ Home Page

Michigan.gov | MEGS+ Home | Contact MDE | MDE Home

Home | Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

SHOW HELP

 Welcome Susan
[Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Initiating an Application/Task
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Quick Search

- To view existing applications/tasks.
- To initiate amendments.



Tip: This option will also list and provide access to prior fiscal year CNAP applications.

MEGS+ Home Page

My Applications/Tasks

✓ My Applications/Tasks

You have **1** new applications/tasks.

You have **0** applications/tasks that are critical.

Select the **Open Applications/Tasks** button below to view your active tasks.

[OPEN APPLICATIONS/TASKS](#)

✓ My Applications/Tasks

Sort my applications/tasks by:

Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
CNP: Child And Adult Care Food Program - Centers	Michigan Child Care Centers, Inc.	CACFP-2012-Michigan Child Care Centers, Inc.-56000		In Progress	7/29/2011	7/31/2012

- Applications for which the user has access.
- Current status requiring applicant agency action.

MEGS+ Application Menu

 **My Applications/Tasks**

Sort my applications/tasks by:

Document Type	Agency	Identifier	D
CNP: Child And Adult Care Food Program - Centers	Michigan Child Care Centers, Inc.	CACFP-2012-Michigan Child Care Centers, Inc.-56000	

- Click on the Application Identifier to take you to the Application Menu.

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

 [Back](#)

CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

 [Details](#)

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

 [Top of the Page](#)

MEGS+ Application Menu

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL ERRORS | SHOW HELP

Back

CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu

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Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

Details

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW/EDIT

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

VIEW RELATED ITEMS

Top of the Page

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL ERRORS

Back

CNP: Child And Adult Care Food Program - Centers - 2012 View/Edit

Please complete all required forms below.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

Details

Forms

Status	Page Name	Created By	Last Modified By
Application Agreement Materials (Read this first)			
	General Instructions		
	Permanent Agreement		
	Policy Statement		
SPONSOR / SITE INFORMATION (Complete or Update and "Save" the following forms)			
	Sponsor Information	Susan Foster	7/29/2011 2:48:19 PM
	Site Listing		
Program Forms Depending on the application status, all pages should be completed before an application could submit			
	Management Plan - Meal Service Times (7)		
	Pre-audit Compliance Review	Susan Foster	7/29/2011 2:48:36 PM
	Policy Statement Data		
	Food Service Management Procurement	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Sponsored Sites That Are Not Part Of Your Organization	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - CACFP Monthly Budget		
	Management Plan - Public Funds Received	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Program Accountability (Sponsor of Centers)	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Monitoring	Susan Foster	7/29/2011 2:48:36 PM
	Management Plan - Outside Employment Policy	Susan Foster	7/29/2011 2:48:36 PM
Attachments			
	Documentation to support Administrative Costs		
	Documentation to support Direct Labor Costs		
	Documentation to support Food Costs		
	Documentation to support Non-food Costs		
	Most Recent Audit, or Balance Sheet & Income Statement (For each site)		
Admin Options			
	Site Inactivity List		

Top of the Page

- Click on View/Edit to view/edit the Forms Menu.

MEGS+ Forms Menu

Michigan.gov MEGS+ Home Contact MDE MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

GLOBAL SERVICES

Back

CNP: Child And Adult Care Food Program - Centers - 2012 View/Edit

Please complete all required forms below.

Application Menu: [CACFP-2012-Michigan Child Care Centers, Inc.-56000](#)

Details

Forms

Status	Page Name	Created By	Last Modified By
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	Attachments		
	Documentation to support Administrative Costs		
	Documentation to support Direct Labor Costs		
	Documentation to support Food Costs		
	Documentation to support Non-food Costs		
	Most Recent Audit, or Balance Sheet & Income Statement (For each site)		
	Admin Options		
	Site Inactivity List		

Top of the Page

- Read the Application Agreement Materials.
- Complete the Sponsor and Site Information (Site Information - next slide).
- Complete Program Forms.
 - Note: Your screen may differ from version on left.
- Upload Required Attachments.
 - Note: Your screen may differ from version on left.
- Inactivity List can be run by clicking the link below Administrative Options.
- Return to Application Menu to submit the application using the 'Change Status' option.

MEGS+ Site Listing Page

Michigan.gov MEGS+ Home | Contact MDE | MDE Home

Home Quick Search

Administration | Agencies | Profile | Welcome, Susan Foster: Logout

SAVE SHOW HELP

Back

Site Listing

Instructions:

- To add a site, simply click the Add Site button for the site. Click Add Site, and
- To search the site grid, simply enter search criteria to match your search criteria.

For more detailed instructions, see the Add a Site page.

[Add a Site](#)

Add a Site

License Number:

OR

5-Digit District Code:

5-Digit Building Code:

OR

Check here if this site does **NOT** have a Site Number:

ADD SITE

Search Site Name / Agreement Number:

Agency Name	Agreement Number	Active	Delete Site	Effective Month	A	B	C	D	E	F	G	H	I	J	K	L	M	Last Update	Last Update By
Michigan Child Care Centers, Inc.	090311067	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X													7/29/2011 2:48:28 PM	Foster, Susan
Michigan Child Care Centers, Inc. - James Savage	560275406	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X													7/29/2011 2:48:27 PM	Foster, Susan
Michigan Child Care Centers, Inc.	560264237	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X													7/29/2011 2:48:26 PM	Foster, Susan
Michigan Child Care Centers Inc	730021530	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X	X												7/29/2011 2:48:25 PM	Foster, Susan
Michigan Child Care Center Inc	730016797	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X	X												7/29/2011 2:48:24 PM	Foster, Susan
Michigan Child Care Centers Inc	730017548	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X	X												7/29/2011 2:48:23 PM	Foster, Susan
Michigan Child Care Centers Inc	730022488	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X													7/29/2011 2:48:21 PM	Foster, Susan

1

Top of the Page

To Add a Site

- Enter License Number and click 'Add a Site'.
- Or, enter District Code and Building Code and click 'Add a Site'.
- Site is added to the site listing below.
- Click on the site name to complete the site information page.
- To inactivate a site, uncheck the 'Active' checkbox on the site grid and click 'Save'.

MEGS+ Submit an Application

Modify Application and Amend Application

The screenshot displays the MEGS+ web application interface. At the top, there is a navigation bar with links for 'Michigan.gov', 'MEGS+ Home', 'Contact MDE', and 'MDE Home'. Below this is a search bar and a user profile section for 'Susan Foster'. The main content area is titled 'CNP: Child And Adult Care Food Program - Centers - 2012 Application Menu'. It includes a 'Back' button, a 'View / Edit' section with a 'VIEW / EDIT' button, and a 'Change Status' section. The 'Change Status' section contains a 'VIEW STATUS OPTIONS' button (highlighted with a red box) and a 'Submitted' button (also highlighted with a red box). Below this is a 'View Management' section with a 'VIEW MANAGEMENT TOOL' button and an 'Examine Related Items' section with a 'VIEW RELATED ITEM' button. A 'Top of the Page' button is located at the bottom left.

- Go to the Application Menu.
- Go to 'Change Status' section of the application menu and click 'View Status Options'.
- Click on the status option you want to set for your application.
- To modify an application that was returned for modification, set the status to 'Modification in Progress'.
- To amend an "Approved and Certified" application, set the status to 'Amendment in Progress'.



MDE Contacts

- For program specific questions or questions related to the application, contact the CACFP office at (517) 373-7391.
- For MEGS+ login and security access issues, contact Ruby Zavala at (517) 373-0420.

