



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

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STATE SUPERINTENDENT

**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMORANDUM #26**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** July 17, 2013

**SUBJECT:** **Fiscal Year 2014 Child and Adult Care Food Program Application Certification**

**ACTION:** **Complete the Fiscal Year 2014 Application Certification - Due September 30, 2013**

As announced in Fiscal Year (FY) 2013 Operational Memorandum #10, Child Nutrition Reauthorization: Child and Adult Care Food Program (CACFP) Applications, and FY 2013 Operational Memorandum #21, FY 2014 CACFP Certification Procedures, **all** institutions participating in CACFP will be required to initiate a certification for FY 2014. This certification process will be completed beginning in FY 2014 and yearly thereafter. The certification must be completed through the Michigan Electronic Grants System Plus (MEGS+).

**The MEGS+ certification for CACFP will be available on July 17, 2013, for centers.** MEGS+ may be accessed through the Michigan Education Information System (MEIS) at [www.michigan.gov/meis](http://www.michigan.gov/meis). The due date for the FY 2014 certification is September 30, 2013. Per CACFP regulations, Michigan Department of Education (MDE) has thirty (30) days to review and respond to applications. If your application certification is not complete, correct, and approved by MDE on or before Wednesday, November 27, 2013, you will lose claim months beginning with October 2013.

Any pages of the application that have changed since your last submittal must be completed during the certification process. Each page must have the box checked which states "I certify that....."

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Independent centers must submit budget worksheets to support their FY 2014 certification. The worksheets are available at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Financial Resources. Regional trainings for independent centers' budget worksheets are listed in FY 2013 Operational Memorandum #20. A webcast will soon be available at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under Training.

Sponsors of centers, affiliated and unaffiliated, are required to complete and submit budget worksheets as part of their FY 2014 certification. The budget worksheets for sponsors of centers are also available on the CACFP website under Financial Resources. Regional trainings for sponsors of centers' budget worksheets are listed in FY 2013 Operational Memorandum #1.

Schools participating in CACFP that operate only afterschool snacks and supper programs will not be required to complete budget worksheets and the full management plan for FY 2014. Such schools must only initiate and certify their application.

In addition, the following information must be submitted by all institutions:

- A single certification that any information previously submitted to MDE to support all of the eligibility requirements set forth in 7 CFR 226.6(b)(2) for the institution, its facilities, and all of its current principals is current, or that the institution has submitted any changes or updates to MDE
- Updated licensing information for each independent center and facility participating in CACFP or certification that licensing information in the application is complete and correct. Unlicensed facilities must certify that facilities meet all health and safety requirements per 7 CFR 226.6(f)(1)(vi)
- Information as required for new fields in the application that have changed since the last certification
- Non-Profit Organizations and For-Profit Organizations:
  - Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director

### **Special Notes**

**Once your institution initiates the FY 2014 application certification, any sites added to the FY 2013 application must also be added to the FY 2014 application if they participate in both years.**

**Failure to submit the annual certification for FY 2014 will result in the loss of claims beginning with the October 2013 claim.**

### **Data Universal Numbering System (DUNS)**

**Reminder: A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. This number must be included in the FY 2014 CACFP application. This process may take several days to finalize. Failure to complete this process will result in the loss of one or more claims, beginning with the October 2013 claim.**

Remember to update your application throughout FY 2014. Per the certification and permanent agreement with MDE, institutions must submit an amended application as changes occur. Attached is a list of CACFP staff members and respective territories along with the MEGS+ User Manual to assist new users.

Attachments: 2014 Program Analysts' Territories  
CACFP Staff List  
MEGS+ User Manual