



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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**FISCAL YEAR 2009
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #4**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: March 30, 2009

SUBJECT: Education Entity Master (EEM)

The Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) has implemented a new method to change the following information on the Institution page in the Child Nutrition Application Program (CNAP):

- Institution Name
- Address Line 1
- Address Line 2
- City
- State
- Federal Employer ID Number
- School District Code

You will note that these fields are shaded yellow on the Institution page in CNAP, and cannot be modified through the CNAP application. In order to change any of the above information in CNAP, all institutions participating in CACFP must first make the changes to the Education Entity Master (EEM). EEM is a repository that contains numbers and basic contact information regarding education systems and Non-School Recipients (NSR) in Michigan.

All institutions must become an Authorized User for the Education Entity Master (EEM), to make changes in EEM. To become an authorized user, follow these steps:

- Go to www.michigan.gov/cacfp
- Scroll to How To Apply
- Click on Create Agency Profile in EEM
- Go to page 2 of 5 and follow the directions for Becoming an NSR Authorized User for the Education Entity Master (EEM)

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Once changes are made in EEM, you must go to the Institution page in CNAP and click UPDATE ITEM under question #4. This will update the information on the Institution page in the CNAP application.

If you are currently participating in the CACFP, you must become an authorized user in EEM, access EEM to modify the information noted above on the Institution page in CNAP, and click UPDATE ITEM on Institution page in CNAP.

Public schools, non-public schools, and Intermediate School Districts (ISD) would have already completed this process. For questions regarding this memo, contact the CACFP office at 517-373-7391.