

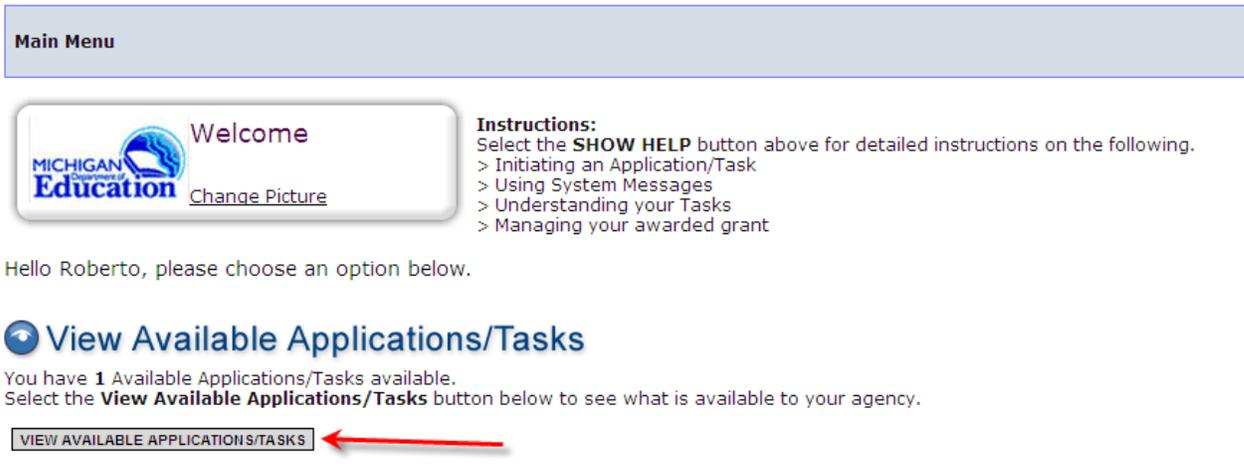
## Quick Guide to Complete a MEGS+ 2013 CNP: Summer Camp Special Milk Program Application

1) Access MEGS+ at: <https://mdoe.state.mi.us/megsplus/>



The screenshot shows the MEGS+ login interface. At the top, there are logos for Michigan Department of Education and Michigan.gov. Below the logos are navigation links: Michigan.gov, IntelliGrants Home, Grant Portal Home, MEGS+ Home, Contact MDE, and MDE Home. A login box on the right contains fields for Username and Password, and a LOGIN button. Below the login box, a welcome message reads: "Welcome to the Michigan Electronic Grants System, MEGS+." It also includes instructions: "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+."

2) A Level 3 Authorized Official must initiate the application by clicking the View Available Application/Tasks.



The screenshot shows the "Main Menu" section of the MEGS+ interface. It features a "Welcome" message with a "Change Picture" link. To the right, there are "Instructions:" which include a "SHOW HELP" button and a list of tasks: "Initiating an Application/Task", "Using System Messages", "Understanding your Tasks", and "Managing your awarded grant". Below the instructions, a message says "Hello Roberto, please choose an option below." A blue link "View Available Applications/Tasks" is highlighted with a red arrow. Below this link, a button labeled "VIEW AVAILABLE APPLICATIONS/TASKS" is also highlighted with a red arrow.

 My Inbox

3) Click Initiate.

### Available Applications/Tasks

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

**CNP: Summer Camp Special Milk Program**

**Description:**

**INITIATE**

4) Click I agree

## Application Agreement

Please make a selection below to continue.

Do you agree?

5) Click View/Edit.

[Main Menu](#) > [Application Menu](#)

### DETROIT AREA COUNCIL - 82SC07500

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

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

 **View / Edit**

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

**Note:** Information from the previous SCSM application may have rolled over. Be sure to review and update **all information** in your application before you save and submit.

6) Click on the Sponsor Information link.

**Application:** FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

[Details](#)

Please complete all required forms below.

**Forms**

| Status  | Page Name  | Notes | Created By | Last Modified By |
|---|--|-------|------------|------------------|
| <b>Application Agreement Materials</b>  |  |       |            |                  |
|  | <a href="#">General Instructions</a>               |       |            |                  |
|  | <a href="#">Summer Camp Special Milk Agreement</a> |       |            |                  |
| <b>Sponsor / Site Information</b>   |  |       |            |                  |
|  | <a href="#">Sponsor Information</a>                |       |            |                  |
|  | <a href="#">Site Listing</a>                       |       |            |                  |

**Note:** General instructions for completing the application are available in the Application Agreement Materials. Help pages with additional information can be accessed by clicking on "Show Help" located in the upper right hand corner of every page.

| Status  | Page Name  | Notes | Created By | Last Modified By |
|---|--|-------|------------|------------------|
|   | Application Agreement Materials                    |       |            |                  |
|  | <a href="#">General Instructions</a>               |       |            |                  |
|  | <a href="#">Summer Camp Special Milk Agreement</a> |       |            |                  |

Home | Quick Search | Welcome, [ ] | [Logout](#)

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > Sponsor Information

- Review and update each question on the Sponsor Information page.
- At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button located on the floating menu bar always at the top of the page.

13.  I certify that the above data is complete and correct. \*

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

- Once the sponsor information is completed and saved, click on the View/Edit Menu link located at the top of the Sponsor page.

Home | Quick Search | Welcome, [ ] | [Logout](#)

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > Sponsor Information

- To update information for each site or to add a site, click on Site Listing.

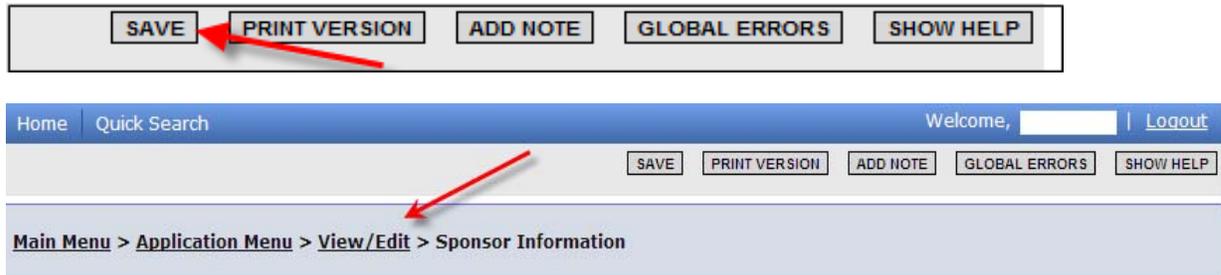
Sponsor / Site Information

 [Sponsor Information](#)

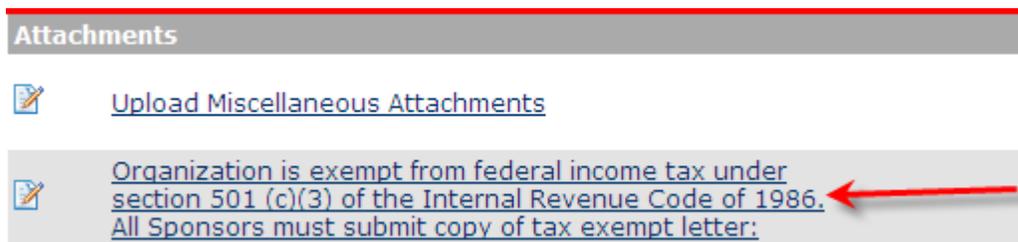
 [Site Listing](#)



14) Once all the site information has been completed and saved, click on the View/Edit Menu link located on the top of the Site Information page.



15) The attachment section contains information and directions for uploading or mailing the Internal Revenue Service 501(c)(3) letter indicating non-profit status.



- This document may be uploaded or mailed. Note: This document is a federal IRS letter. A tax-exempt letter from the State of Michigan is *not* acceptable.
- A copy of the IRS letter must be submitted by a new Sponsor.
- A copy of the IRS letter must be submitted if the Sponsor did not participate in the SCSM program the previous year.

**Note:** If the letter is mailed make sure the "Item Mailed In" box is checked.

**Please upload your attachment here.**

DELETE  
[57652-SNP-1FOODSERVICEMGMTCO.pdf](#)

- OR -

**Item Mailed In:**  (A red arrow points to this checkbox.)

## 16) Sponsor Agreement and General Instructions for Applications:

### Application Agreement Materials

-  [General Instructions](#)
-  [Summer Camp Special Milk Agreement](#)

- Read the General Instructions for Applications.
- Read the Agreement carefully and completely because it provides program requirements and responsibilities.
- All sponsors retain a copy for file.

17) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

 [Details](#)

18) Click on Submitted.



**Main Menu > Application Menu > Change The Status**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Select a button below to execute the appropriate status push.

**Possible Statuses**

 [Submitted](#) 

 [Top of the Page](#)

19) If your application has errors, you must fix them in order to submit the application. Use the View/Edit menu to identify, access, and fix errors.

20) Once all of your errors have been corrected repeat steps 17 and 18.

- 21) Follow the prompts to completion. You may utilize 'Management Tools' from the Application Menu or the Quick Links menu bar to track the status history of your application as well as various administrative tasks.

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Camps Special Milk Program | **Status:** Review in Progress | **Security Level:** CNAP: Level 3  
Application Administrator

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

#### Management Tools

 **CREATE FULL PRINT VERSION**

Select the link above to create a printable version of the document.

 **ADD/EDIT PEOPLE**

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 **STATUS HISTORY**

Select the link above to view the status history of this document.

 **CHECK FOR ERRORS**

Select the link above to check the entire document for errors.

## Other Forms and Information

### Other Information



[Summer Camp Special Milk Worksheet](#)



[School District Codes](#)



[State of Michigan payment system - registering with MAIN](#)

### Summer Camp Special Milk Worksheet:

- Use the worksheet to Document the number of half-pints of milk served daily to eligible children
- Milk *must* be converted to half-pint servings when claimed.

**Note:** ½ pint = 8 fluid oz.

**Example:** 1 gallon of milk = 128 oz. / 8 oz. = 16 one half (1/2) pints

### Information:

- School District Codes
- State of Michigan payment system - registering with MAIN. Any individual or organization receiving payments from the State of Michigan must register with MAIN (Michigan Administrative Information Network): [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us).