

Child and Adult Care Food Program How to Apply Checklist

Refer to the *How to Apply* document for specific instructions on each step!

STEP 1 - Complete and submit Prequalification Survey and Supporting Documentation.

- www.michigan.gov/cacfp-survey
- Submit via email to MDE-CNAP-CACFP@michigan.gov
- For questions, email MDE-CNAP-CACFP@michigan.gov or call 517.241.5353
- Wait for MDE to review documents and either return for additional revisions or send approval to continue to Step 2.

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STEP 2 - Register with SIGMA

If your institution is already registered with SIGMA go to STEP 3.

- www.michigan.gov/sigmavss
- For questions, call 888.734.9749 or email SIGMA-Vendor@michigan.gov

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STEP 3 - Obtain a Data Universal Numbering System (DUNS) Number

If your organization does not have a DUNS number or you need to verify whether you have a DUNS number:

- Dun & Bradstreet website: <http://fedgov.dnb.com/webform>
- For questions, call 866.705.5711
- Once you have obtained your DUNS number, it must be entered in your agency's profile in the Education Entity Master (EEM), after you obtain security rights to EEM

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STEP 4 - Create Agency Profile in the Education Entity Master (EEM)

If your organization already has an entity code/agreement number, go to STEP 5.

- www.michigan.gov/cepi
 - Navigate to:
 - CEPI Applications >>Educational Entity Master
 - [Other Non-School Recipient Security Agreement](#)
- For questions, contact CEPI at 517.335.0505 option 3 or email at cepi@michigan.gov.

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STEP 5 - Create a Michigan Education Information System (MEIS) Account

If you already have a MEIS account number go to STEP 6.

- www.michigan.gov/meis
- Print or write down the MEIS account number, username and password

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STEP 6 - Complete and submit a Michigan Electronic Grant System Plus (MEGS+) Security Agreement

- www.michigan.gov/meis
- Complete the agreement and fax to 517-241-0496 or email to MEGS@michigan.gov
- For questions, contact 517.241.5386 or email MEGS@michigan.gov
- Allow 48 hours to process the form

Notes: _____

STEP 7 - Complete the CACFP Application in MEGS+

- Submit email request to have your application created
- Access application at www.michigan.gov/meis

Notes: _____

STEP 8 - Complete On-Line Training Modules

- www.michigan.gov/cacfp >>Training>>On-Line Training Webinars
- Complete:
 - Recordkeeping Session 1
 - Recordkeeping Session 2
 - Recordkeeping Session 3
- Upload training certificates into application under the specified attachment

Notes: _____

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