



Michigan Department of Education

Office of Health and Nutrition Services

Child and Adult Care Food Program (CACFP)

How to Apply



How to Apply



**The application for
the **Child and Adult Care Food Program** for both single
site child & adult day care
centers & sponsors of centers (multiple sites)
is entirely web based.**

Before you begin:

- ✓ *Review the eligibility requirements for the program you are applying for prior to beginning Step 1.*
- ✓ *Use Internet Explorer, when possible*
- ✓ *Use the How to Apply checklist to track the status*

The **6 prerequisite steps must be completed ***prior*** to accessing the web based CACFP application.**

Step 1: Prequalification Survey



STEP 1: Complete the prequalification survey and supporting documentation.

The survey and required supporting documentation are required* and will be reviewed by MDE to ensure the sponsor is administratively and financially capable of operating the CACFP.

- To complete the survey, click the following link, follow the prompts and download your packet:

www.michigan.gov/cacfp-survey

- Submit completed survey and supporting documentation to MDE-CNAP-CACFP@michigan.gov
 - Submit each requirement as a separate attachment
- Wait for MDE to review packet. Approval must be received before starting Step 2
 - ❖ Questions: Contact our office at 517.241.5353 or email MDE-CNAP-CACFP@michigan.gov
- Not required for NSLP participating sponsors and may be waived if the organization participates in another Child Nutrition Program. Please contact MDE for more information

STEP 3: Obtain a Data Universal Numbering System (DUNS) number.

A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. It is a unique 9-digit number used to track how federal money is distributed. If your organization does not have a DUNS number or you need to verify whether you have a DUNS number:

Go to the Dun and Bradstreet website for instructions:

<http://fedgov.dnb.com/webform>

➡ Click on "Begin DUNS Search/Request Process"

- For questions, contact a representative at 866.705.5711
- Your DUNS number must be entered in your organization's profile in the Education Entity Master (EEM), after you get access to EEM

- ❖ **Note:** It may take several days to obtain your DUNS number.

Step 4: Education Entity Master (EEM)



Step 4: Create Agency Profile in the Education Entity Master (EEM).

Creating a profile EEM is required in order to access MDE web-based applications. This step is necessary to:

- Obtain an agency entity code/agreement number
- Allow authorized users access to agency's profile in EEM

To obtain an agency code/agreement number and get security clearance in EEM, go to: www.michigan.gov/cepi

➡ Click on CEPI Applications

➡ Click on Educational Entity Master

➡ Click on [Other Non-School Recipient Security Agreement](#)

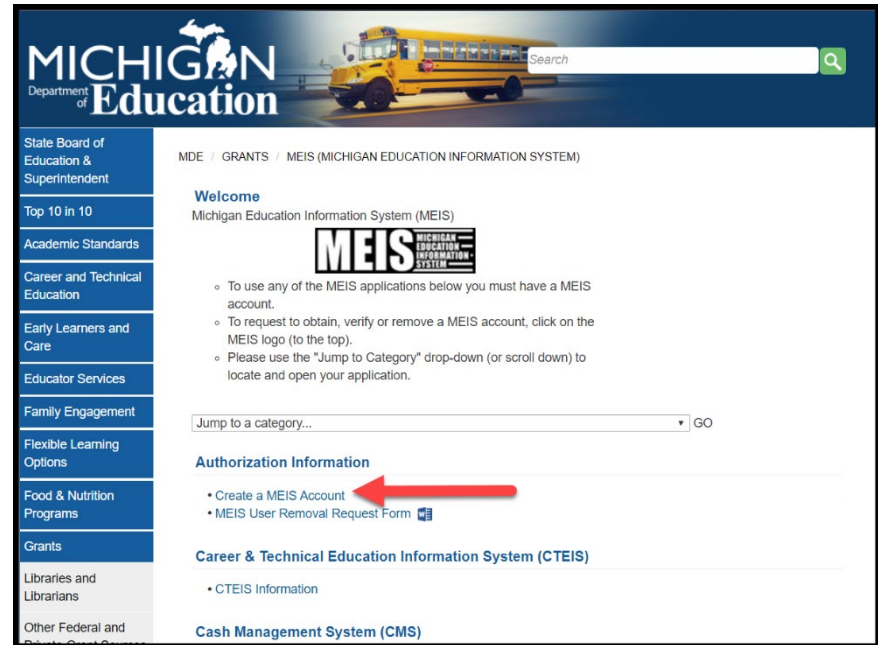
You will then follow the instructions included in the document to complete the form.

If you have any questions while completing the steps to access EEM, please contact: Center for Education Performance and Information (CEPI) by email at cepi@michigan.gov or phone at (517) 335-0505, option 3.

Step 5: Michigan Education Information System (MEIS) Account Number

Step 5: Create a **MEIS account**. This is required to access any MDE web-based application. *If you already have a MEIS account, go to Step 6.*

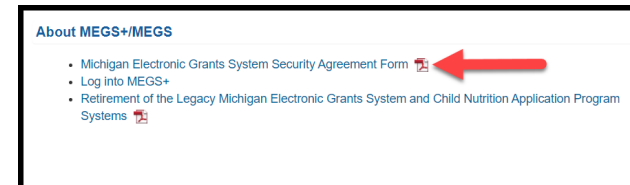
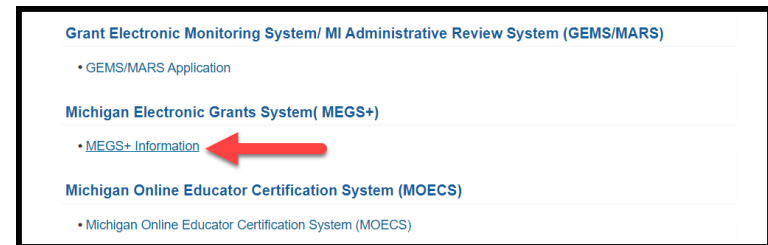
- Go to the MEIS Website at: www.michigan.gov/meis
- Under Authorization Information click Create a MEIS Account
- Create your MEIS account
- Print or write down the MEIS account number, username and password
- **Do not share your login name & password with others**



Step 6: Michigan Electronic Grant System Plus (MEGS+) Security Agreement

Step 6: Complete and submit a **MEGS+ security agreement**. This agreement is required to gain access to the CACFP application.

- Go to the MEIS website at:
www.michigan.gov/meis
- Under “Michigan Electronic Grants System (MEGS)+ click on “MEGS+ Information”
- Select Michigan Electronic Grant System Security Agreement Form
- Complete the MEGS Security Authorization form
 - **Fax completed form to: 517-241-0496**
 - **Email completed form to: MEGS@michigan.gov**
 - Inquires may be directed to (517)-241-5386 or MEGS@michigan.gov

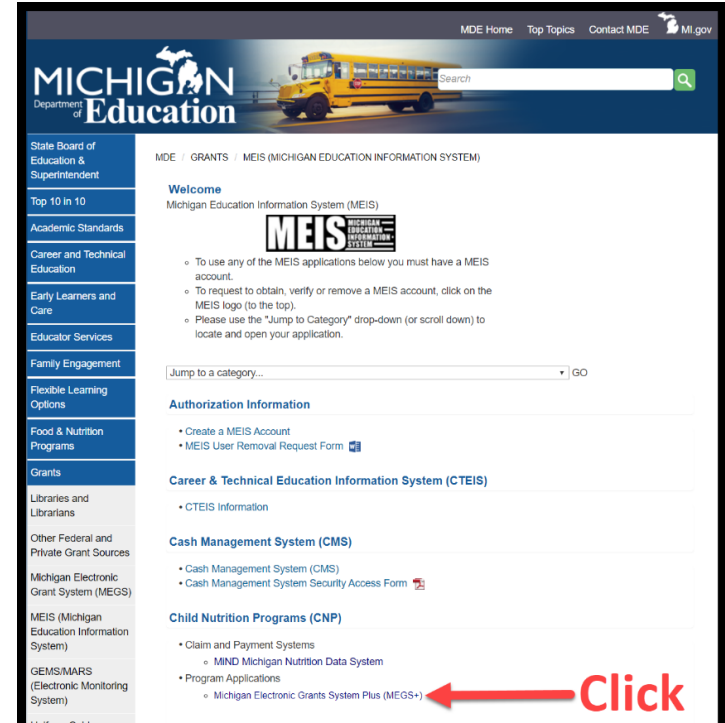


Step 7: Complete the CACFP Application




Step 7: Once you have completed the previous 6 steps, email your assigned analyst or MDE-CNAP-CACFP@michigan.gov to have your MEGS+ application created (*include agreement number obtained in Step 4 in request*).

- Once your application has been created, you may access the CACFP MEGS+ application at: www.michigan.gov/meis
- Click on the "Michigan Electronic Systems Plus (MEGS+)" link
- Enter your MEIS login username & password (*obtained in Step 5*)
- *At the welcome screen, under My Available/Tasks, open Application Tasks*
 - ➡ Click View Available Applications/Tasks
 - ➡ Select approval CNP CACFP application
 - ➡ Click Initiate ➡ Click *I Agree*
- View the *Show Help* on each screen for instructions to complete the application
- Complete & submit the application (➡ Click *Change Status* to submit)



Step 8: On-Line Training Modules

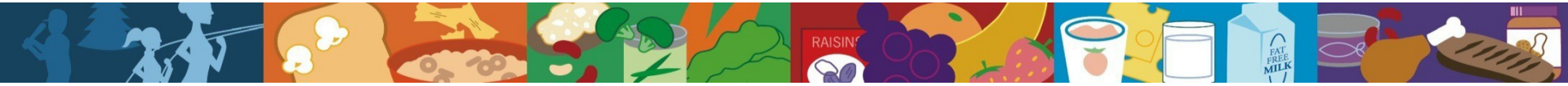
Step 8: Complete required **online training modules**.

- Recordkeeping I, II, III are required for MEGS+ application approval.
 - Go to CACFP www.michigan.gov/cacfp
 - Click on the Training  circle from the main menu
 - Click on On-Line Training Webinars
 - Complete Recordkeeping Trainings
 - Recordkeeping Session 1
 - Recordkeeping Session 2
 - Recordkeeping Session 3

Take the quizzes at the end of each session. If using Internet Explorer, it should allow you to print the quiz certificates, if using another browser you will have to take a screenshot of each certificate. These 3 training certificates will need to be uploaded into your MEGS+ application prior to approval.

- Visit our training page for additional CACFP training topics!

Pre-approval Site Visit & Approval Notification



A pre-approval site visit will be conducted with you prior to application approval. This pre-approval visit is conducted to:

- Assess application information**
- Verify completion of CACFP Webinar Recordkeeping trainings by center key staff**
- Review procedures & recordkeeping related to CACFP**

Additional training on CACFP policies & procedures will be covered during the site visit, along with any questions you may have.

Your center's claim date to begin claiming meal reimbursement will be determined during the pre-approval site visit.

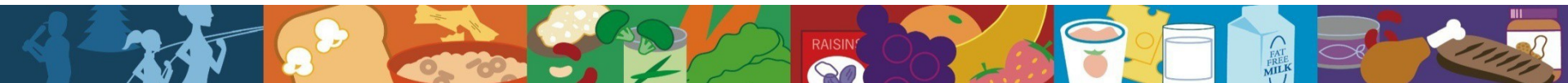
Upon final approval of your CACFP application, you will be notified via e-mail & an approval letter mailed to the address provided within the application.

Records to maintain:

- Record keeping forms are found at:

- **“Forms and Instructions”** Section Header
 - **“Independent Centers and Sponsors of Centers”** Link

Questions?



Contact:

Michigan Department of Education Child and Adult Care Food Program

Telephone: **517-241-5353**

Web site: **www.michigan.gov**

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