









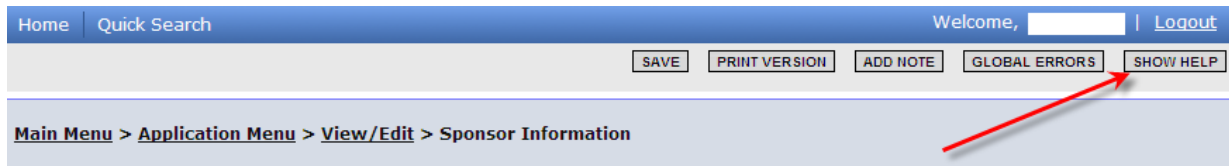
Michigan Electronic Grant System Plus (MEGS +) Summer Camp Special Milk (SCSM) 2021 APPLICATION GENERAL INSTRUCTIONS

Complete the application by clicking on each underlined section.

Forms

Status	Page Name	Comments	Created By	Last Modified By
Application Agreement Materials				
	2020 Summer Camp Special Milk General Instructions			
	2020 Summer Camp Special Milk Program Agreement			
Sponsor / Site Information				
	Sponsor Information			
	Site Listing			
	Certification Statements			
	MiND Security Agreement			
Other Information				
	2020 SCSM Milk Worksheet			
	2020 SCSM Claim Instructions			

Note: Help pages with additional information can be accessed by clicking on “Show Help” located in the upper right hand corner of every page.



SECTION I

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 Summer Camp Special Milk Agreement carefully and completely because it provides program requirements and responsibilities.
- All sponsors retain a copy for file.

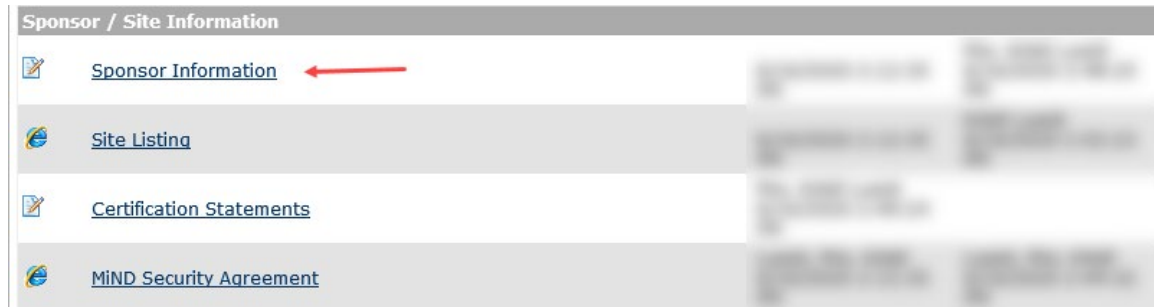
Section II

Sponsor/Site Information:

STEP 1:

1a: Click on the Sponsor Information link.

1b: Review and update each question on the Sponsor Information page.



STEP 2:

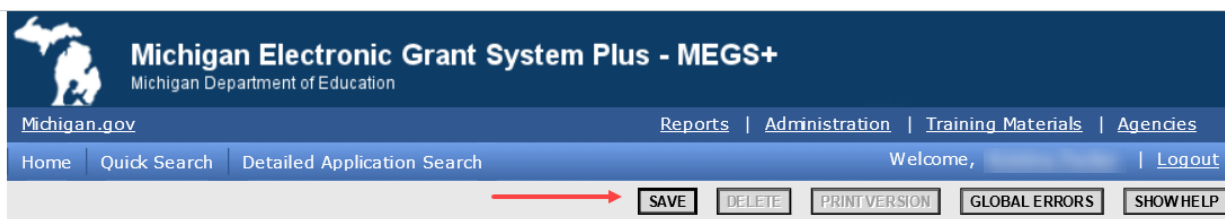
At the bottom of the page, make sure you answer question #7 and certify that all of the above data is complete and correct by checking the box for question #8.

*7. Has your 501(c)(3) Internal Revenue Service (IRS) letter affirming your organization's exempt status changed? Yes No

*8. I certify that the above data is complete and correct. ← CHECK THE BOX

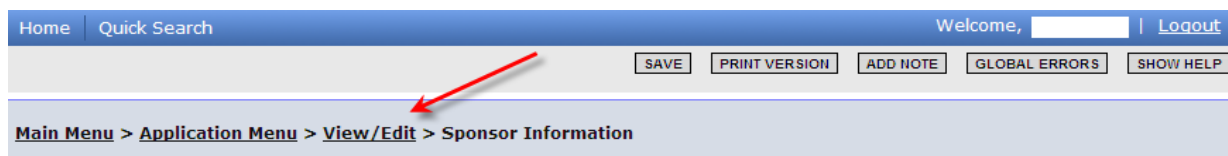
STEP 3:

Click on the Save button located on the floating menu bar at the top of the page.



STEP 4:

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



STEP 5:

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

Sponsor / Site Information

[Sponsor Information](#)

[Site Listing](#)

STEP 6:

Click the Add a Site button to add a new site, or click on an existing site's name to update the site's information.

ADD SITE

Search Site Name / Agreement Number: **GO** **EXPORT TO EXCEL**

Agency Name	Agreement Number	Active	Delete Site	Effective Month	Last Update
82SCS0007	82SCS0007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JUN	5/9/2012 2:35:00 PM
Test June Site	82SCS0006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JUN	5/9/2012 1:34:27 PM
Lost Lake Scout Reservation	82SCP0002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	4/30/2012 1:56:25 PM
Girl Scouts	82SCS0005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	4/30/2012 1:39:01 PM

STEP 7:

Review and update all information for each active site. Be sure to click the SAVE button prior to moving on to additional sites.

Michigan Electronic Grant System Plus - MEGS+
Michigan Department of Education

Michigan.gov Reports | Administration | Training Materials | Agencies

Home | Quick Search | Detailed Application Search Welcome, | Logout

SAVE **DELETE** **PRINTVERSION** **GLOBAL ERRORS** **SHOWHELP**

STEP 8:

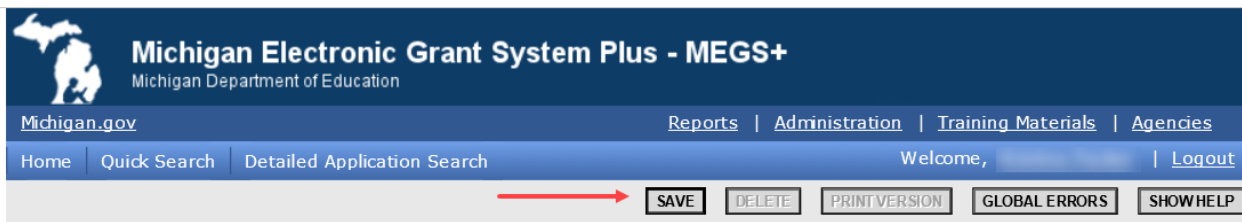
Each site must have the following information completed for each camp session:

- * 6. Enter the number of days meals will be served, estimated attendance for each camp session, number of meals served daily (i.e. 3 = Breakfast, Lunch, and Dinner), and the number of adults in camp.
Note: Sessions that participate in the Summer Food Service Commodity Program administered by USDA should not be listed.

Camp Start Date	Camp End Date	Number of Serving Days	Number of Children Attending	Number of Meals Served Daily	Number of Adults Attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

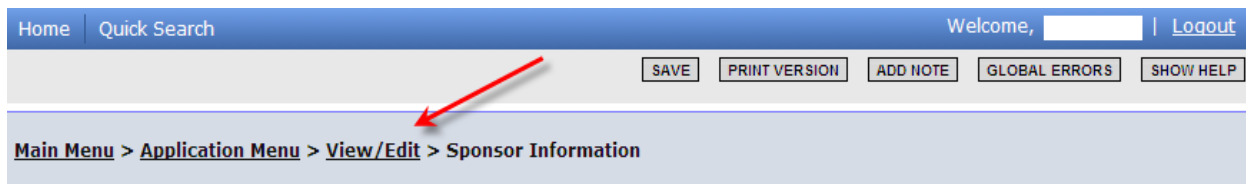
STEP 9:

Once all the site information has been completed click the SAVE button.



STEP 10:

Click on the View/Edit Menu link located on the top of the Site Listing link.



STEP 11:

Click on the Certification Statements link.



STEP 12:

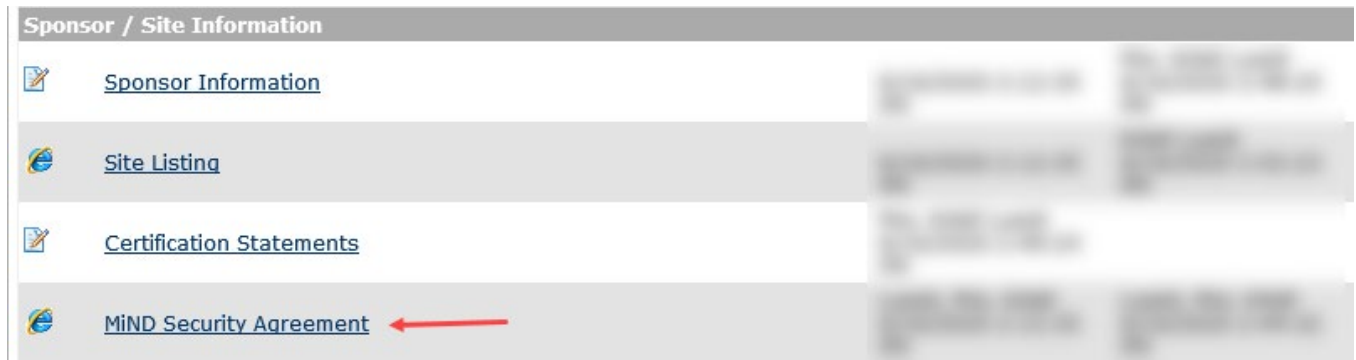
Review the Security Statement, check the "I Agree" box at the bottom of the page and then click the SAVE button at the top of the page. You do not need to send this to MDE. Retain a copy for your files for 3 years plus this year.

I Agree



STEP 13:

Click on the MiND Security Agreement link.



STEP 14:

14a: Follow the instructions in this section. Enter the MEIS number of the person you are adding for each contact. If there is only one contact, then put that contact in both sections. If both sections are not complete you will not be able to submit the application.

14b: Check the box stating that you certify to the contacts you added are correct.

Primary Contact

MEIS Account Number:

Enter MEIS number for Primary Contact here.

First Name:

Last Name:

Phone Number:

Email Address:

Active since Date:

Secondary Contact

MEIS Account Number:

Enter MEIS number for Second Contact here.

First Name:

Last Name:

Phone Number:

Email Address:

Active since Date:

Check the box to certify that you agree with the contacts above.

I certify that the person(s) named above are official(s) who are authorized to legally bind this entity.

STEP 15:

Click the SAVE button at the top of the page.



Section III

Other Information:

Other Information	
	2020 SCSM Milk Worksheet
	2020 SCSM Claim Instructions

Summer Camp Special Milk Worksheet:

- Use the 2020 SCSM Milk 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

Claim Instructions for the 2020 Summer Camp Special Milk Program:

- Step by step instructions for filing a claim for reimbursement.

Section IV

Management Tools: Use this section to add/edit/delete people who have access to the application, track the status history of your application and various other administrative tasks.

STEP 1: Adding Someone to the Application

Click on the Management Tools link to add people to the application.

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

STEP 2:

Click on the Add/Edit People link.

Management Tools

[CREATE FULL PRINT VERSION](#)

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

[EDIT INFORMATION](#)

Select the link above to go to the Edit Information page.

[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.

STEP 3:

You will need to add the new person to the Agency first. Follow Instructions [HERE](#).

STEP 4:

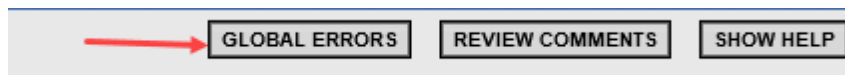
Add person to the Application. Follow Instructions [HERE](#). You can find each of the MEGS+ levels and what they have access to do [HERE](#).

SECTION V

Checking for Errors and Submitting the Application:

STEP 1: Checking for Errors

Click on Global Errors located in the upper right-hand corner of the floating menu.



- Errors will be displayed by a red stop sign. You must correct the errors to submit the application.



- If there are no errors, two green lights will be displayed indicating application can be submitted.



No General errors have been found.



No Narrative Page errors have been found.

- 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.

STEP 2: Submitting the Application

Click the Change Status link and then click Submit Application.

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

STEP 3:

If you receive an error here, click the links in the error and they will take you to that specific section so you can correct it. Repeat Step 2.

SECTION VI

Important Reminders:

Civil Rights Training is a requirement

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#)

(https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](#) (<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.