



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

August 11, 2009

TO: Local and Intermediate School Superintendents, Public School Academy Administrators, Nonpublic School Administrators, and Residential Child Care Institutions

FROM: Carol Wolenberg, Deputy Superintendent *cw*

SUBJECT: Child Nutrition Application Program for School Meals Program

Annually, each School Food Authority (SFA) is required to complete a Child Nutrition Application Program (CNAP) Renewal for the School Meals Program. In order to continue to participate in the National School Lunch, School Breakfast, Afterschool Snack or Special Milk Programs for School Year 2009-10, the CNAP Renewal 2010 *must* be completed online by September 11, 2009.

The website login for completing CNAP is now open and accessible through the MEIS home page at: www.michigan.gov/meis.

1. Scroll down to Child Nutrition Programs (CNP) and click on *Child Nutrition Application Program (CNAP)*.
2. Log into CNAP with your MEIS user name and password.
3. To initiate a 2010 application, click on the drop-down arrow located under *Start an Application for a New Year*.

If your agency needs to authorize a new designated individual to access CNAP, the CNP Security Agreement *must* be completed. This form is located at: www.michigan.gov/meis.

1. Scroll down to Child Nutrition Programs (CNP) and click on *Child Nutrition Program Security Agreement*.
2. Print, complete, and fax the form to Ruby Zavala at 517-373-4022.

Please check with your staff to make certain that CNAP 2010 has been completed by September 11, 2009. Questions regarding this memo may be directed to the School Nutrition Training and Programs office at: MDE-SchoolNutrition@michigan.gov.

cc: William Mayes, MASA
David Martell, MSBO
Dan Quisenberry, MAPSA

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