

# Michigan Department of Education Summer Camp Special Milk

## How to Apply

The application for the Summer Camp Special Milk (SCSM) is a web-based application.

### Step 1 Register with the Contract and Payment Express (C&PE).

Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your institution is already registered with the C&PE go to Step 2.

- Go to [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress) on the Internet
- Click on Go to C&P Express
- Click on the New User button to register

The screenshot shows the Michigan State Budget Office website. The header includes the Michigan State Seal, the text "State Budget Office", and "Michigan Department of Technology, Management and Budget". A navigation bar contains links for "Michigan.gov Home", "Budget Home", "Budget and Office of Financial Mgmt. FAQs", "Site Map", and "Contact Budget". A search box is located on the right. The main content area features a "Welcome to Contract & Payment Express (C&PE)" message. A prominent green button labeled "Go to C&P Express" is highlighted with a red arrow. Below the button, a message reads: "When you are ready to register, please click on the 'Go to C&P Express' button." A "HEADLINES" section follows, containing several bullet points: "This website will be **unavailable on Wednesday February 27<sup>th</sup>** for a brief period beginning approximately 7 a.m. for maintenance. We apologize for any inconvenience this may cause.", "IT'S FINALLY HERE! Requesting a password for your C&PE account becomes easier and quicker on February 27th. With a valid e-mail address on file, when requesting a password, a link to a website where you will be able to create your own password will be e-mailed. This will allow access to your account immediately. Accounts without valid e-mail address will continue to have password requests sent to you through the U.S. mail.", "IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS After September 18, 2009, if electronic payments from the State of Michigan are deposited into a U.S. account and then are automatically redirected to a foreign account, the electronic transmission may fail. Please contact your financial institution to determine what options are available to ensure continued electronic transmission of your payments.", "State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless.", and "C&PE Pre-Registration Overview Training Suggested for those registering for the first time". A sidebar on the left lists various office services and the "Contract & Payment express for Vendors & Payees" logo.

## Step 2 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 nine-digit number obtained to track how federal money is distributed. This may take several days to obtain your number. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

- Go to [www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf) for instructions. Note: the spaces are an "underscore" as in "www.whitehouse.gov/omb/grants/duns(underscore)num(underscore)guide.pdf"
- Once you have obtained your DUNS number, it must be entered into the Education Entity Master, see below. Once that number has been entered into EEM, it will automatically appear in your SFSP application under Sponsor Information.

## Step 3 Create Agency Profile in Education Entity Master (EEM).

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 4.

- Go to [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition) on the Internet
- Scroll down to How To Apply
- Click on Create Agency Profile in EEM
- Print manual for easy reference

Continued, next page.

## Step 3 Create Agency Profile in Education Entity Master (EEM) (con't).

### Community Eligibility Option (CEO)

- [2012-2013 CEO/eRate Guidance From the FCC to USAC](#) PDF
- [2012-2013 CEO Near-Eligible Buildings](#) PDF
- [2012-2013 CEO Eligible Buildings](#) PDF
- [Community Eligibility Option for Michigan](#) PPT
- [CEO Frequently Asked Questions](#) PDF
- [CEO Guidance](#)
- [USED Letter: CEO Impact on Title 1, Educational Programs, and Funding](#) PDF
- [USDA Community Eligibility Fact Sheet](#) PDF
- [USDA Question and Answers](#) DOC
- [Determining Eligibility for CEO](#) DOC
- [CEO Michigan Calculator](#) XLS
- [CEO Sample Letter to Households](#) DOC

### Program Information

- [Summary of USDA Policies](#) XLS
- [National School Lunch Program](#)
- [School Breakfast Program](#)
- [Afterschool Snack Program](#)
- [Special Milk/Summer Camp Special Milk Program](#)
- [Summer Food Service Program](#)
- [Michigan Farm to School](#)
- [Fresh Fruit and Vegetable Program](#)
- [Team Nutrition](#)

### Program Data

- [Breakfast & Lunch Info by District 2011-2012](#) PDF
- [Breakfast & Lunch Info by District 2009-10](#) PDF
- [Breakfast & Lunch Info by District 2008-09](#) PDF
- [School Lunch, Breakfast, AfterSchool Snack Meals Served/Payments Fact Sheet](#) PDF

### How to Apply

- [Create Agency Profile in EEM](#) PDF 
- [Steps Required to Participate in a School Meals Program](#) PDF
- [Michigan Electronic Grants System Plus \(MEGS+\)](#)

## Step 4 Create a Michigan Education Information System (MEIS) account number.

An MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have an MEIS account number go to Step 5.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password

me MDE Home | Site Map | FAQ | Contact MDE | Online Services Search

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### Welcome

#### MEIS User Management v1.4

 To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category... Go

#### MEIS Data Submission Applications

##### Mich Online Educator Certification System (MOECS)

- [Michigan Online Educator Certification System](#)

#### Authorization Information

- [Create a MEIS Account](#) 
- [MEIS Authorized User Removal Request](#) PDF
- [Verifying Your MEIS Authorized Users](#)

## Step 5 Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the SFSP application.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement

**Welcome** 

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Go

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**Adequate Yearly Progress and Education YES!**

- [Michigan School Report Card](#)  
 The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement. > [More](#)

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**Cash Management System (CMS)**

- [Podcast: CMS Overview Video](#)
- [Cash Management System \(CMS\)](#)

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**Child Nutrition Programs (CNP)**

- **Program Applications**
  - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
  - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
  - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
  - [Schools Meals Program - SM-4012-SL](#)
  - [Summer Camp Special Milk Program - SM-4012-SC](#)
  - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
  - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [MiND Michigan Nutrition Data System](#)
- [Child Nutrition Program Security Agreement PDF](#) 

## Step 6 Complete the SFSP Application.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Click on the Michigan Electronic Systems Plus (MEGS+) link

### Welcome



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## Step 6 Complete the SFSP Application (con't).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application

Michigan.gov

IntelliGrants Home Grant Portal Home

**Login**  
Username   
Password

**Welcome to the Michigan Electronic Grants System, MEGS+.**

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+.

If you forgot your **password** or **username**, please visit:  
[cepi.state.mi.us/MEIS/Login.aspx](http://cepi.state.mi.us/MEIS/Login.aspx)

## Questions?

Contact the SFSP by phone at 517-373-3347 or e-mail at [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).