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.

There are 7 prerequisite steps to be completed prior to accessing the web based CACFP application.

Please complete the 7 steps before beginning your CACFP MEGS+ Application.
Step 1: Prequalification Survey

Step 1: Complete the prequalification survey. This survey is 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:

  https://mdoe.state.mi.us/GEMS/training/p6u76m1y/story.html

• Completed survey and supporting documentation must be submitted to galardid@michigan.gov.

• Wait for MDE to review packet. Approval must be received before starting Step 2
  o Questions: Contact Dana Galardi at 517-241-3926 or email at galardid@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 2: Register with SIGMA Vender Self-Service (VSS)

STEP 2: Register with the SIGMA VSS system.

Registering with the Office of the State Budget is required to receive payment from the State of Michigan.

To access SIGMA VSS:
www.michigan.gov/sigmavss

If your center is already registered with SIGMA VSS (formerly C&P Express), please proceed to Step 3.
Step 2: Register with SIGMA VSS (Continued)

SIGMA VSS: A new way of doing business with the State

The State of Michigan is upgrading its financial and business processes to a new system, SIGMA.

SIGMA improves the way Michigan performs all financial activities, including budgeting, accounting, payments, and business and grant opportunities. SIGMA Vendor Self-Service (VSS) improves how we work with vendors, payees and grantees, replacing Contract & Payment Express (C&PE) and Buy4Michigan.

SIGMA VSS will not be available during conversion starting September 29. SIGMA VSS will be available again beginning October 3, 2017. All State of Michigan bidding opportunities will be converted to SIGMA VSS beginning on this date.

If you have an active account in the C&PE and were converted to the user-friendly SIGMA VSS, you should now claim your VSS account. Additional user information, along with instructions on how you can claim and validate your account, are provided on the SIGMA VSS home page.

Go to SIGMA VSS
Step 2: Register with SIGMA VSS (Continued)

Welcome to State of Michigan SIGMA Vendor Self Service (VSS)

The State of Michigan SIGMA Vendor Self Service (VSS) system allows you, as a payee/vendor/grantee, to manage your information, view your financial transactions, view business and grant opportunities and much more. Click on the Register button to begin filling out an electronic application to become a payee/vendor/grantee. Please disable your pop-up blocker in order to access all parts of the site.

This site is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6.

If you have questions, please contact the State of Michigan VSS (SOM VSS) Support Center at SIGMA-Vendor@michigan.gov or 1-888-734-9749. The State of Michigan VSS (SOM VSS) Support Center Office Hours are 7:00 AM until 6:00 PM EST, Monday-Friday.

Announcements

09/14/2017
Welcome to the new State of Michigan vendor system - SIGMA Vendor Self Service (VSS). Current Contract & Payment Express (CAPE) converted vendors/payees can claim their converted accounts and should start with that user guide. The password to claim your account is your current CAPE user id in all capital letters. New vendors, payees, or grantees may register with the State of Michigan to begin using VSS. The New User Guide will be of assistance. You will need an email address to register. Select the Register button to get started.

For Buy4Michigan to SIGMA transition, please note the following:

- If you currently have an account in Buy4Michigan, your personal information will include only accounting related information. You must be added as an user in SIGMA for service.
- Company/movies for your company must also be updated.
- The first individual to claim an account, will be listed as the primary administrator. You had a contact listed as a Seller Administrator in Buy4Michigan, that person may not be the contact listed as primary in SIGMA. Make sure to coordinate within your organization if this information needs to be updated in SIGMA.

Key 2017 Dates

- July 31: SIGMA-VSS open for Registration, Posting of Solicitations, Business Opportunities (Available in both SIGMA-VSS and Buy4Michigan)
- Oct 3: SIGMA-VSS open for Grant Opportunities, Business Opportunities in SIGMA-VSS, Financial Transactions

09/08/2017
Welcome to the new State of Michigan vendor system - SIGMA Vendor Self Service (VSS). Current Contract & Payment Express (CAPE) converted vendors/payees can claim their converted accounts and should start with that user guide. The password to claim your account is your current CAPE user id in all capital letters. New vendors, payees, or grantees may register with the State of Michigan to begin using VSS. The New User Guide will be of assistance. You will need an email address to register. Select the Register button to get started.

Contacts

Click on link below to view the list of department contacts.

Agency Contacts

Forms and Reference Documents

Click on a form below to either save it to your desktop or open it in Adobe.

SOM VSS User Guide for New Vendors
SOM VSS User Guide for Existing Vendors
SOM VSS User Guide for Grantees

Forms used by Foreign payees:

- Certificate of Foreign Person’s Claim for Exemption from Withholding (Form W-8ECI) [https://www.irs.gov/pub/irs-pdf/fw8eci.pdf]
- Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (Form 8233) [https://www.irs.gov/pub/irs-pdf/8233.pdf]
**Step 3: Obtain a Data Universal Numbering System (DUNS) Number**

A Data Universal Numbering System (DUNS) number is required for **all** recipients of Child Nutrition Program (CNP) funds

- A DUNS number is a unique 9-digit number used to track how federal money is distributed
- There is no fee to obtain this number
  
  **Note:** It may take several days to obtain your DUNS 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 this website for instructions:**
http://fedgov.dnb.com/webform

**Click on “Begin DUNS Search/Request Process”**
Step 4: Create Agency Profile in Education Entity Master (EEM)

Access a short manual to provide directions for creating your agency’s profile.

Go to www.michigan.gov/cacfp
- Scroll down to “How To Apply”
- Click on “Create Agency Profile” in EEM
- Print or bookmark the manual for easy reference
The manual will provide you with step-by-step instructions on how to access the Education Entity Master (EEM).

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

Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)

What is a non-school recipient?
A non-school recipient (NSR) is an entity that is neither a school nor a Unique Education Provider but receives money of some kind through the Michigan Electronic Grants System (MEGS) or Cash Management System (CMS). These entities may or may not receive program dollars where individual student or staff reporting is required. Examples of non-school recipients include (but are not limited to) community action agencies, soup kitchens, day care centers, etc.

What is the Educational Entity Master?
The Educational Entity Master is a repository that contains numbers and basic contact information regarding educational systems in the state of Michigan. Information exists for public schools, nonpublic schools, intermediate school districts, institutions of higher education, and non-school recipients of certain funding. Commonly used information includes school/facility name, grade levels, address, and contact information for each entity.

What are the steps required to add a non-school recipient organization to the EEM?
Important note: If the organization already has an agreement number, please skip the next three steps and proceed to page 2.

1. The first step is to submit a request to add the new entity to the Educational Entity Master. Go to [https://govapps.state.mi.us/emsigma2/MultiNSR.aspx](https://govapps.state.mi.us/emsigma2/MultiNSR.aspx) and complete the NSR entity form. This directory information will include:
   a. Official Name of Entity
d. Phone Number
e. Entity Open Date
e. Physical Contact Details
   b. County Code
c. E-Mail Address of Entity
   f. Primary Address Details
   g. Mailing Address of the Contact

2. Once all fields have been completed, click the same button to send the request to CEPI Customer Support. The requestor will be notified via e-mail when the request has been reviewed. When the non-school recipient entity has been added, it will be assigned an entity identification number which will be included in the e-mail message. Please make note of this number, as you will need it to complete the security process.

3. After the non-school recipient has been added to the EEM, the requestor will need to become an authorized user of the application in order to maintain and edit the new entity’s information. Please follow the steps outlined in the accompanying pages that describe how to request access to the application.
Step 5: Create a Michigan Education Information System (MEIS) Account Number

A MEIS account is required to access any MDE web-based application.

- **Note:** If you already have a MEIS account number, skip this step.

**MEIS Website address:**

www.michigan.gov/meis

- Create your MEIS account to obtain a login user name, number & password
- Print or write down the MEIS login user name, number & password assigned & keep secure

_Do not share your login name & password with others_
Step 6: Complete and submit a Child Nutrition Security Agreement

A security agreement is required to gain access to the CACFP application.

www.michigan.gov/meis

- Under “Michigan Electronic Grants System (MEGS+)” click on “MEGS+ Information”
- Either complete electronically or print a copy of the MEGS Security Authorization form

Fax completed form to: 517-241-0496

Inquires may be directed to MEGS@michigan.gov

Please allow 24 – 48 hours to process the agreement
Step 7: Complete On-Line Record Keeping Modules I, II & III

To access the modules, go to www.michigan.gov/cacfp and scroll down to the Training section of the website.

Training

- On-Line Training Webinars
- Application Re-Certification and Budget Training Schedule
- FY 2017 CACFP Recordkeeping Training Schedule
- Eventbrite
- Civil Rights E-Learning Course
Step 8: Complete the CACFP Application

Once you have completed the 6 steps, you may access the CACFP web based application at:

www.michigan.gov/meis

Click on the “Michigan Electronic Systems Plus (MEGS+)” link

Bookmark this site as a “favorite” for easy access to the MEGS+ application and/or the monthly claims.
Step 8: Complete the CACFP Application (continued)

- Enter your MEIS login username & password (obtained in Step 4)
- Select the fiscal year for the new application under “Start an Application.”
- Click on “Help” on the “Main Menu” for instructions on how to complete application
- Complete & submit the application

Fiscal year
October 1 - September 30
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.
Begin keeping records to support meal reimbursement as soon as possible in the CACFP application process.

**Records to maintain:**
- Menus for foods served for all participants
- Meal attendance for all meals served to participants
- Center attendance (may differ from meal attendance)
- Receipts & invoices
  - Food (including milk)
  - Food service supplies
  - Administrative costs
- Enrollment Forms
  - Not required for at-risk afterschool programs or emergency shelters
- Income Eligibility Statements, if applicable
  - Not required for at-risk afterschool programs, emergency shelters or Head Start agencies

Record keeping forms are found at:

www.michigan.gov/cacfp

- “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/cacfp