



Michigan Department of Education Office of School Support Services Child and Adult Care Food Program (CACFP)

How to Apply Day Care Centers



How to Apply – Day Care Centers



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

Please complete the **6 steps** before beginning
your CACFP MEGS+ Application

Step 1: Register with C&PE



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

To access C&PE:

www.michigan.gov/cpexpress

*If your center is already registered with C&PE,
please proceed to Step 2*

Step 1: Register with C&PE



www.michigan.gov/cpexpress

The screenshot shows the Michigan State Budget Office website. At the top left is the State of Michigan logo and the text "State Budget Office" and "Department of Technology, Management & Budget". At the top right is the "MICHIGAN.GOV" logo and "Michigan's Official Web Site". Below the header is a navigation bar with links: "Michigan.gov Home", "Budget Home", "Budget and Office of Financial Mgmt. FAQs", "Site Map", "Contact Budget", and a search box. A secondary navigation bar includes "Office of Financial Management" and a list of sub-links: "Office Responsibilities", "Recovery Act in Michigan", "Financial Reports", and "Vendor Information/Forms". Below this are "Executive Budget", "Budget Process", "News & Publications", "Financial Reports", "Inside the State Budget Office", and "Office of Internal Audit Services". At the bottom left is a "Michigan Recovery & Reinvestment Plan" logo. The main content area features a "Welcome to Contract & Payment Express (C&PE)" heading, utility links for "Printer Friendly", "Text Version", "Text Size", and "Share", and a "Go to C&P Express" button. A large blue arrow points to this button with the text "Click on Go to C&P Express". Below the button are links for "FAQs", "Keywords", and "Contact Us". A note says "When you are ready to register, please click on the 'Go to C&P Express' button". A "HEADLINES" section follows with three bullet points: 1. "IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS" with details about payment redirection after September 18, 2009. 2. "State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless." 3. "Multiple Bank Accounts Overview Training" suggested for previously registered business payees. 4. "C&PE Pre-Registration Overview Training" suggested for those registering for the first time.

Step 1: Register with C&PE

State Budget Office
Department of Technology, Management & Budget

MICHIGAN.GOV
Michigan's Official Web Site

[Michigan.gov Home](#) | [C&PE Home](#) | [FAQ](#) | [Forms & Reference](#) | [Keywords](#) | [Contact Us](#) | [Budget Home](#)

Tue Jan 7, 2014

C&PE Home

Please avoid using the browser 'Back' button, this may produce unexpected results.
To increase security, please logoff when done and close all browser windows to protect your data.

Returning user

Enter your User ID, Password, then click the 'Login' button.

User ID: Password:

[Forgot your User ID?](#) [Forgot your Password?](#)

Welcome to Contract & Payment Express. This web site is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan. Changes made in this account are monitored and recorded. You are solely responsible for maintaining the confidentiality of your user ID, and password. Registration on behalf of other individuals is prohibited. Should you allow others access to your account and/or password information, you are responsible for all actions that such persons might take with respect to your account. If you believe your password or security information has been lost or stolen, call us toll free immediately at (888) 734-9749.

By checking this box I agree to the terms above and certify that I am authorized to access this registration with this User Id and Password.

New user

If you are new to this website, click the 'New users' button.

Welcome to Contract & Payment Express. This web site is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan. Changes made in this account are monitored and recorded. You are solely responsible for maintaining the confidentiality of your user ID, and password. Registration on behalf of other individuals is prohibited. Should you allow others access to your account and/or password information, you are responsible for all actions that such persons might take with respect to your account. If you believe your password or security information has been lost or stolen, call us toll free immediately at (888) 734-9749.

By checking this box I agree to the terms above and certify that I am authorized to access this registration with this User Id and Password.

[Michigan.gov Home](#) | [C&PE Home](#) | [FAQ](#) | [Forms & Reference](#) | [Keywords](#) | [Contact Us](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Click on the
"New User" button
to register

Click Here

Step 2: 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 3: 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

How to Apply

- MEGS+ Users Manual **PDF**
- How to Apply - Centers **PDF**
- **Create Agency Profile in EEM** **PDF** ←
- For-Profit Eligibility Procedures **DOC**

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



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 monies 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://cepi.state.mi.us/eem/othernsr.aspx> and complete the NSR entity form. This directory information will include:
 - a. Official Name of Entity
 - b. County Code
 - c. E-mail Address of Entity
 - d. Phone Number
 - e. Entity Open Date
 - f. Physical Contact Details
 - g. Primary Address Details
 - h. Mailing Address of the Contact
2. Once all fields have been completed, click the save button to send the request to CEPI Customer Support. **The requester 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 code/agreement 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 4: Create a Michigan Education Information System (MEIS) Account Number

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

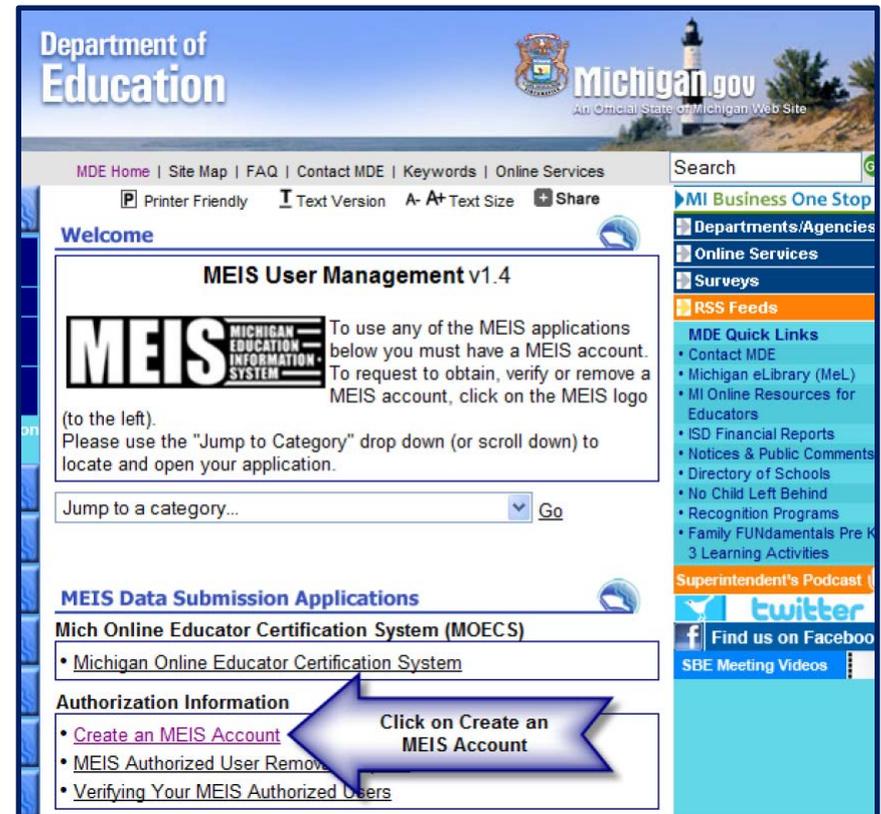
- **Note:** *If you already have a MEIS account number, skip this step.*

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



The screenshot shows the Michigan Department of Education website. The main content area is titled "MEIS User Management v1.4". It contains a logo for MEIS (Michigan Education Information System) and text explaining that users must have a MEIS account to use any MEIS applications. Below this, there is a "Jump to a category..." dropdown menu and a "Go" button. Underneath, there is a section for "MEIS Data Submission Applications" which includes a link to the "Michigan Online Educator Certification System (MOECS)". In the "Authorization Information" section, there are three links: "Create an MEIS Account", "MEIS Authorized User Removal", and "Verifying Your MEIS Authorized Users". A blue arrow points to the "Create an MEIS Account" link.

Step 5: 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 “Child Nutrition Programs” click on “Child Nutrition Program Security Agreement”
- Print a copy of the Security Agreement form
- Complete agreement form

Fax completed form to:

- Ruby Zavala at 517-373-4022

Please allow 24 – 48 hours to process the agreement

The screenshot shows the Michigan Department of Education website. The main content area is titled "MEIS User Management v1.4" and includes a "Welcome" message and instructions for using MEIS applications. Below this, there are sections for "MEIS Data Submission Applications" and "Child Nutrition Programs (CNP)". The CNP section lists various programs and forms, including the "Child Nutrition Program Security Agreement". A blue arrow points to this link.

Step 6: 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

- CACFP Independent Centers Budget Worksheet Training
- Conducting a Site Monitoring Review
- CACFP Budget Worksheet Training
- CACFP Training Manual
- Training Schedules - Registration Forms
- On-Line Trainings/PowerPoints
- Civil Rights E-Learning Course BOG
- Afterschool Snacks and Supper in At Risk Areas
- Feeding Infants

Click here

Step 7: Complete the CACFP Application



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

www.michigan.gov/meis

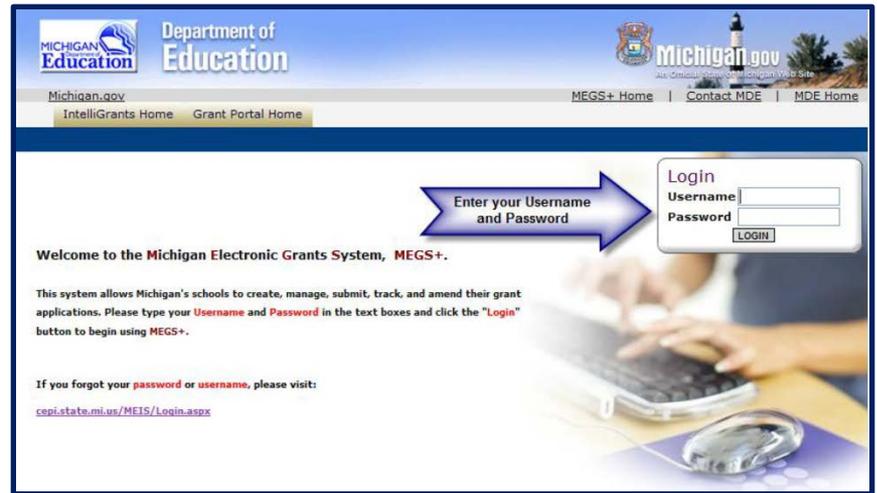
Click on the “Michigan Electronic Systems Plus (MEGS+)” link

Bookmark this site as a “favorite” for easy access to the MEGS+ application and/or the monthly claims

The screenshot shows the Michigan Department of Education website. The main content area is titled "MEIS User Management v1.4". It includes a "Welcome" message and instructions on how to use the MEIS applications. Below this, there are sections for "MEIS Data Submission Applications", "Authorization Information", "Adequate Yearly Progress and Education YES!", "Cash Management System (CMS)", and "Child Nutrition Programs (CNP)". The "Child Nutrition Programs (CNP)" section contains links for "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", and "Summer Camp Special Milk Program - SW-4012-SC". A blue arrow points to the "Michigan Electronic Grants System Plus (MEGS+)" link.

Step 7: Complete the CACFP Application

- 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



Michigan.gov
IntelliGrants Home Grant Portal Home

MEGS+ Home | Contact MDE | MDE Home

Michigan Department of Education

Michigan.gov
All Other Michigan Government Web Sites

Enter your Username and Password

Login
Username
Password
LOGIN

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:
capi.state.mi.us/MEIS/Login.aspx

Fiscal year
October 1 – September 30

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.

Record Keeping Requirements



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: 517-373-7391

Web site: www.michigan.gov/cacfp

