

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.

Before you begin:

- ✓ *Review the eligibility requirements for the program you are applying for prior to beginning Step 1.*
- ✓ *Use Internet Explorer, when possible*
- ✓ *Use the How to Apply checklist to track the status*

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

Step 1: Prequalification Survey



STEP 1: Complete the prequalification survey and supporting documentation.

The survey and required supporting documentation are 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:

www.michigan.gov/cacfp-survey

- Submit completed survey and supporting documentation to MDE-CNAP-CACFP@michigan.gov
 - Submit each requirement as a separate attachment
- Wait for MDE to review packet. Approval must be received before starting Step 2
 - ❖ Questions: Contact our office at 517.241.5353 or email MDE-CNAP-CACFP@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: 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.

Go to SIGMA VSS: www.michigan.gov/sigmavss

→ Click on *Go to Sigma VSS*

→ Click on *Register*

If your center is already registered with SIGMA VSS (formerly C&P Express), proceed to Step 3

Step 4: Education Entity Master (EEM)



Step 4: Create Agency Profile in the Education Entity Master (EEM).

Creating a profile EEM is required in order to access MDE web-based applications. This step is necessary to:

- Obtain an agency entity code/agreement number
- Allow authorized users access to agency's profile in EEM

To obtain an agency code/agreement number and get security clearance in EEM, go to: www.michigan.gov/cepi

➡ Click on CEPI Applications

➡ Click on Educational Entity Master

➡ Click on [Other Non-School Recipient Security Agreement](#)

You will then follow the instructions included in the document to complete the form.

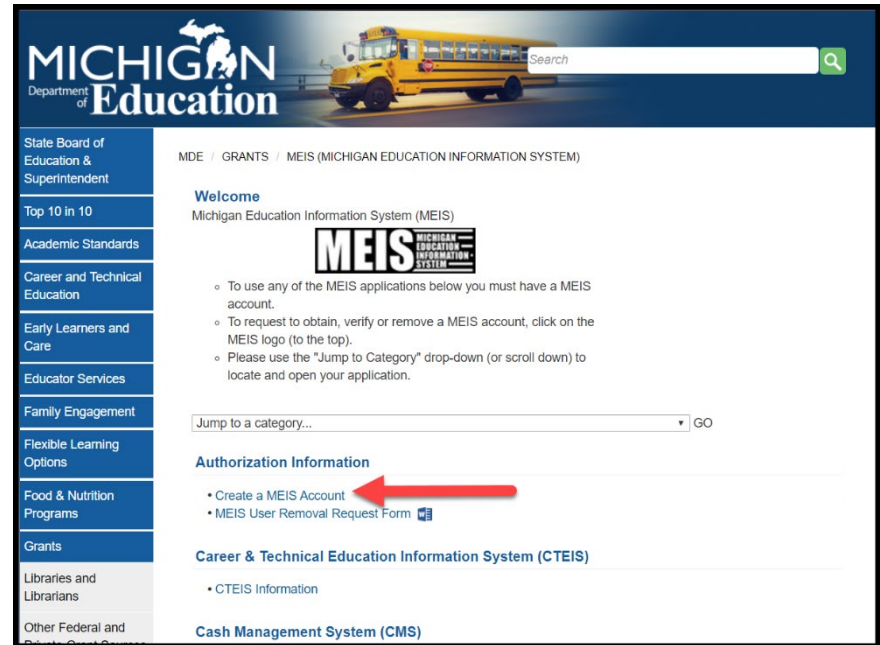
If you have any questions while completing the steps to access EEM, please contact: Center for Education Performance and Information (CEPI) by email at cepi@michigan.gov or phone at (517) 335-0505, option 3.

Step 5: Michigan Education Information System (MEIS) Account Number

Step 5: Create a **MEIS account**.

This is required to access any MDE web-based application. *If you already have a MEIS account, go to Step 6.*

- Go to the MEIS Website at: www.michigan.gov/meis
- Under Authorization Information click Create a MEIS Account
- Create your MEIS account
- Print or write down the MEIS account number, username and password
- **Do not share your login name & password with others**

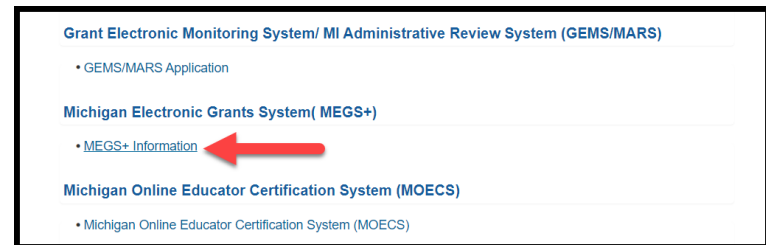


The screenshot shows the Michigan Department of Education (MDE) website. The header features the MDE logo and a search bar. The main content area is titled "MICHIGAN EDUCATION INFORMATION SYSTEM (MEIS)" and includes a "Welcome" message. Below the welcome message, there are three bullet points: "To use 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 top).", and "Please use the 'Jump to Category' drop-down (or scroll down) to locate and open your application." A dropdown menu labeled "Jump to a category..." is visible. Under the "Authorization Information" section, there are two links: "Create a MEIS Account" and "MEIS User Removal Request Form". A red arrow points to the "Create a MEIS Account" link. Below this section, there are two other sections: "Career & Technical Education Information System (CTEIS)" with a link to "CTEIS Information", and "Cash Management System (CMS)".

Step 6: Michigan Electronic Grant System Plus (MEGS+) Security Agreement

Step 6: Complete and submit a **MEGS+ security agreement**. This agreement is required to gain access to the CACFP application.

- Go to the MEIS website at: www.michigan.gov/meis
- Under “Michigan Electronic Grants System (MEGS)+ click on “MEGS+ Information”
- Select Michigan Electronic Grant System Security Agreement Form
- Complete the MEGS Security Authorization form
 - **Fax completed form to: 517-241-0496**
 - **Email completed form to: MEGS@michigan.gov**
 - Inquires may be directed to (517)-241-5386 or MEGS@michigan.gov



Step 7: Complete the CACFP Application



Step 7: Once you have completed the previous 6 steps, email your assigned analyst or MDE-CNAP-CACFP@michigan.gov to have your MEGS+ application created (include agreement number obtained in Step 4 in request).

- Once your application has been created, you may access the CACFP MEGS+ application at: www.michigan.gov/meis
- Click on the “Michigan Electronic Systems Plus (MEGS+)” link
- Enter your MEIS login username & password (obtained in Step 5)
- At the welcome screen, under My Available/Tasks, open Application Tasks
 - ➡ Click View Available Applications/Tasks
 - ➡ Select approval CNP CACFP application
 - ➡ Click Initiate ➡ Click *I Agree*
- View the *Show Help* on each screen for instructions to complete the application
- Complete & submit the application (➡ Click *Change Status* to submit)

The screenshot shows the Michigan Department of Education (MDE) website. The header includes the MDE logo and a search bar. The main content area is titled 'Welcome' and features the MEIS logo. Below the logo, there are instructions for using the system. A list of system links is provided, including 'Authorization Information', 'Care & Technical Education Information System (CTEIS)', 'Cash Management System (CMS)', and 'Child Nutrition Programs (CNP)'. Under the 'Child Nutrition Programs (CNP)' section, the link 'Michigan Electronic Grants System Plus (MEGS+)' is highlighted with a red arrow and the word 'Click'.

Step 8: On-Line Training Modules

Step 8: Complete required **online training modules.**

- New Sponsor Training is required for MEGS+ application approval.
 - Go to CACFP www.michigan.gov/cacfp
 - Click on the Training  circle from the main menu
 - Click on Brighton Training Website
 - Complete New Sponsor Trainings
 - CACFP New Sponsor Training (Michigan-120)

Take the quizzes at the end of each session. Download the certificate at the conclusion of the training. This training certificate will need to be uploaded into your MEGS+ application prior to approval.

- Visit our training page for additional CACFP training topics!

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:

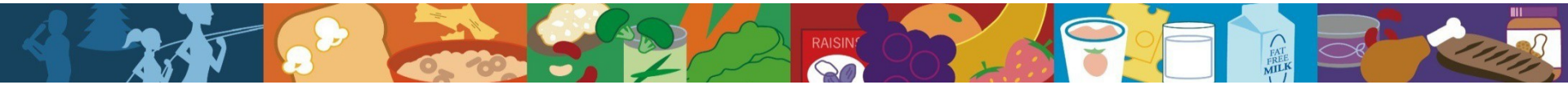
- Assess application information**
- Verify completion of CACFP Webinar Recordkeeping trainings by centerkey staff**
- Review procedures & recordkeeping related to CACFP**

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:

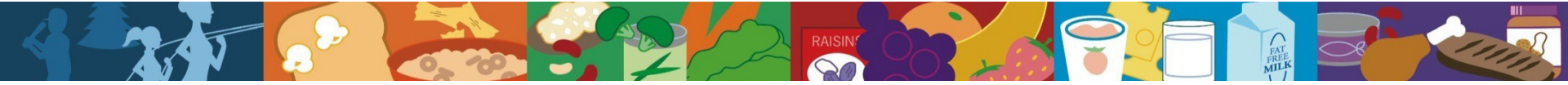
- **Menus for foods served for all participants**
- **Meal attendance for all meals served to participants**
- **Center attendance (may differ from meal attendance)**
- **Receipts & invoices**
 - **Food (including milk)**
 - **Food service supplies**
 - **Administrative costs**
- **Enrollment Forms**
 - *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: **517-241-5353**

Web site: **www.michigan.gov**

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