

## **SUMMER FOOD SERVICE PROGRAM How to Apply**

The application for the Summer Food Service Program (SFSP) is a web-based application.

**Local Education Authorities (LEAs), Public Schools, Non-Public Schools and Public School Academies may skip to step 5.**

**Non-School Recipients (NSR) such as camps, churches, and Community Action Agencies applying for Summer Food Service Program (SFSP) and/or Summer Camp Special Milk (SCSM) must complete steps 1 thru 7.**

### **Step 1 Register with Sigma.**

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

- Go to [Sigma](#)<sup>i</sup>
- Click on Go to Sigma VSS
- Click on the Register button

### **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. It is a unique nine-digit number obtained to track how federal money is distributed. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

- Go to [Dun & Bradstreet website](#)<sup>ii</sup>
- For questions, you may reach Dun & Bradstreet representatives at 866.705.5711.
- Once you have obtained your DUNS number, it must be entered in your agency's profile in the Education Entity Master (EEM), after you obtain security rights to EEM.

### **Step 3 Create Agency Profile in EEM.**

Creating a profile in 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

For information on how to obtain an agency entity code/agreement number and obtain security clearance in EEM, go to:

[Other Non-School Recipient \(ONSR\) Security Agreement](#)<sup>iii</sup>

If your agency already has an entity code/agreement number, go to Step 4.

### **Step 4 Complete and submit Non-school Sponsor Pre-Qualification Packet.**

A Pre-Qualification Packet is required to be submitted for review by MDE to ensure the Sponsor is administratively and financially capable of operating the SFSP.

- Go to [SFSP Homepage](#)<sup>iv</sup>

- Under New/Prospective Sponsors click on New Non-school Sponsor Pre-Qualification Packet
- Complete and submit via email to [harmons7@michigan.gov](mailto:harmons7@michigan.gov)
- Wait for MDE to review packet and approval email received from MDE to start Step 5.

### **Step 5 Create a Michigan Education Information System (MEIS) Account Number.**

A MEIS account is required to access MDE web-based applications. If you already have a MEIS account number go to Step 6.

- Go to [MEIS Homepage](#)<sup>v</sup>
- Under Authorization Information click on Create a MEIS Account
- Create your MEIS account
- Print or write down the MEIS account number, username and password

### **Step 6 Complete and submit a MEGS+ Security Agreement.**

The security agreement is required to obtain access to the SFSP application in MEGS+.

- Go to [MEIS Homepage](#)
- Under Michigan Electronic Grant System Plus (MEGS+) click on MEGS+ Information
- Select Michigan Electronic Grant System Security Agreement Form
- Print a copy of the security agreement
- Complete the agreement and fax to 517-241-0496
- Wait 48 hours to allow time to process the agreement.

### **Step 7 Complete the SFSP Application in Michigan Electronic Grant System Plus (MEGS+).**

- Go to [MEIS Homepage](#)
- Under Child Nutrition Programs, click on the Michigan Electronic Systems Plus (MEGS+)
- Enter your username and password
- At the main menu (welcome screen) under My Available/Tasks, open Application/Tasks
- Click View Available Applications/Tasks
- Select appropriate CNP SFSP Application
  - Click Initiate
  - Click I Agree
  - Click Help on the Main Menu for instructions to complete the application
  - Complete and submit the application

### **Questions?**

Contact SFSP at 517-241-5374 or e-mail [mde-sfsp@michigan.gov](mailto:mde-sfsp@michigan.gov).

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i <https://www.michigan.gov/budget/0,4538,7-157-79033---,00.html>

ii <http://fedgov.dnb.com/webform>

iii [http://www.michigan.gov/documents/cepi/EEM\\_security\\_agreement\\_408312\\_7.doc?20151216085649](http://www.michigan.gov/documents/cepi/EEM_security_agreement_408312_7.doc?20151216085649)

iv <http://www.michigan.gov/mde/sfsp>

v <http://www.michigan.gov/mde/meis>