

**Michigan Department of Education
Office of Health and Nutrition Services**

**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) must complete STEPS 1 thru 7.

STEP 1 - Complete and submit Non-school Sponsor Prequalification Packet

A Prequalification Packet is required to be submitted for review by MDE to ensure the Sponsor is administratively and financially capable of operating the SFSP. This must be approved by MDE prior to May 1, 2020.

- To request the Pre-Qualification Packet, email harmons7@michigan.gov
- Complete and submit the packet via email to harmons7@michigan.gov
- Register for [SFSP Sponsor Training](#)ⁱ
- Wait for MDE to review packet and send approval email to start STEP 2

STEP 2 - 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 3.

- Go to [Sigma](#)ⁱⁱ
- Click on Go to Sigma VSS
- Click on the Register button

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. 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](#)ⁱⁱⁱ
- 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 4 - Create Agency Profile in the Education Entity Master (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^{iv}](#)

If your agency already has an entity code/agreement number, go to STEP 5.

STEP 5 - Create a Michigan Education Information System (MEIS) Account

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^v](#)
- 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 Michigan Electronic Grant System Plus (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 MEGS+

- Go to [MEIS Homepage](#)
- Under Child Nutrition Programs, click on MEGS+
- Enter your username and password
- At the 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

Revised 1/2020

i https://www.michigan.gov/documents/mde/2020_SFSP_Training_Schedule_679121_7.pdf

ii <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

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

iv http://www.michigan.gov/documents/cepi/EEM_security_agreement_408312_7.doc?20151216085649

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