

How to Apply

The application for the School Nutrition Programs (SNP) is a web-based application.

Local Education Authorities (LEAs), Public Schools, Non-Public Schools and Public-School Academies may **skip to Step 4**.

Non-School Recipients (NSR) such as Residential Child Care Institution (RCCIs), 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 6**.

Step 1: Register with the SIGMA

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

- [Register your account with SIGMA Instructions¹](#)

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 website²](#)
- 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, [CLICK HERE³](#).

Other Non-School Recipient (ONSR) Security Agreement⁴

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

Step 4: 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 5.

- Go to [MEIS Homepage](#)⁵
- 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 5: Complete and submit a Child Nutrition Programs Level 5 Security Agreement

You must be a Level 5 to obtain access to the SNP application in MEGS+.

- [MEGS+ Level 5 Security Form](#)⁶
- Print a copy of the security agreement
- Complete the agreement and fax to 517-241-5386
- Wait 24 – 48 hours to allow time to process the agreement. You must log in to MEGS+ within the first 24 hours of receiving access or you will be deactivated.

Step 6: Complete the SNP Application in Michigan Electronic Grant System Plus (MEGS+)

- Go to the [MEIS Homepage](#)⁷
- 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 SNP 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 SNP at 517-241-5374 or e-mail MDE-SchoolNutrition@michigan.gov

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¹ https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.michigan.gov%2Fdocuments%2Fbudget%2F%2FSIGMA_VSS_Register_New_Account_603368_7.docx

² <http://fedgov.dnb.com/webform/>

³ https://www.michigan.gov/documents/mde/Create_Agency_Profile_in_EEM_640445_7.pdf

⁴ http://www.michigan.gov/documents/cepi/EEM_ONSR_security_agreement_408617_7.doc

⁵ <https://www.michigan.gov/meis>

⁶ https://www.michigan.gov/documents/MEGS-Security-Agreement_85716_7.pdf

⁷ <https://www.michigan.gov/meis>