



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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PUBLIC INSTRUCTION

## SUMMER FOOD SERVICE PROGRAM

### OPERATIONAL MEMO #3 FISCAL YEAR 2009

**SUBJECT:** Non-School Sponsors: Steps for Accessing the Education Entity Master (EEM)

**DATE:** April 8, 2009

The Michigan Department of Education (MDE) Summer Food Service Program (SFSP) has implemented a new method to change the following information on the sponsor page in the Child Nutrition Application Program (CNAP):

- Sponsor Name
- Address Line 1
- Address Line 2
- City
- State
- Zip
- Federal Employer ID Number

You will note that these fields are shaded yellow on the sponsor page in CNAP, and cannot be modified through the CNAP application. In order to change any of the above information in CNAP, all sponsors participating in SFSP must first make the changes to EEM. EEM is a repository that contains numbers and basic contact information regarding educational systems and non-school recipients in Michigan.

Non-school sponsors in SFSP must become a *Non-School Recipient (NSR) Authorized User* for EEM to make changes to it. For directions on becoming an authorized user and accessing EEM, go to:

- [www.michigan.gov/sfsp](http://www.michigan.gov/sfsp)
- Scroll to Sponsor Forms and Publications
- Click on Non-School Recipient Steps for Accessing the Educational Entity Master
- Go to page 2 of 5 and follow directions for Becoming an NSR Authorized User for EEM

Once the changes are made in EEM, you must go to the sponsor page in CNAP and under question #3, click UPDATE ITEM. This will update information on the sponsor page in the CNAP application.

Questions regarding this operational memorandum may be directed to the SFSP office at 517-373-3347.

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