SNP 2022 MEGS+ Application Site Page Instructions

1. **Site Number:** This is prepopulated from EEM.[i] Unable to change site number in MEGS+.
   a. License Number: RCCI only sponsors- fill in the site's license number. All other sponsors, skip this.
   b. License Number Expiration Date: RCCI only sponsors- fill in the site's license expiration date. All other sponsors, skip this.

2. **Site Name:** This is prepopulated from EEM.[i] Unable to change name in MEGS+.

3. **Address:** This is prepopulated from EEM.[i] Unable to change address in MEGS+.

4. **School District Code:** Verify or fill in the School District Code.
   #4b-#4f- Prepopulated from EEM, unable to change this information.

5. **Do you provide School Breakfast:** If this site is serving and claiming breakfast, select yes.   If not, select no.
   a. **Mandate Flag**- If "Y" site is required to serve breakfast. (Michigan mandates schools participate in school breakfast if over 20% free/reduced.)
   b. **Breakfast Model Options:** Check all areas will breakfast will be served from- **can be more than one**. If "Other" is checked, fill in where the breakfast is being served. If breakfast is distributed from this site with a parent-pick-up model, put "Parent-Pick-Up" in the comment box.
   c. **Is this site Offer Versus Serve[ii](OVS)?**   If the site is OVS for breakfast, select "yes". If all the components are being served to the student in the full required amount, select "no". OVS is optional for all age/grade groups.

6. **Do you provide School Lunch?** If this site is serving and claiming lunch, select yes.   If not, select no.
   a. **Lunch Menu Pattern Choices:** Select all the lunch meal pattern options this site will be using to serve the age/grade groups on-site- please check ALL that apply. If this site claims PreK meals, be sure to also select "0-Preschool".   If this site is an RCCI that serves the 9-12 lunch meal pattern to all students, please select "5-Lunch: RCCI with Approved Exception". Ensure you have an approved exception on file at MDE.
   b. **Lunch Model:** Check all areas will lunch will be served from- please check all that apply.
      1-Lunch in the classroom: Check this if lunch is served in the classroom anywhere at this site.
      2-Grab-N-Go: Check this if students receive a meal from a service station and take the meal multiple locations in the building to consume the meal. Also check this if students are taking home breakfast for the next day.
      3- Lunch Vending Machine: Check this if you have a lunch vending machine where meals are distributed.
      4- Cafeteria: Check if meals are served in a cafeteria setting.
      5- Closed Campus: Check this if students are not allowed to leave the building during the lunch period.
      6- Open-Campus: Check this if students are allowed to leave the building during the lunch period.
      7- Other: Check this if you serve meals anywhere other than listed in #1-6.   If you have parent-pick up service at this site, select other and type "Parent-Pick-Up" in the comment box.

c. **Is this site [Offer Versus Serve](#)[ii] (OVS)?** If the site is OVS for lunch, select "yes". If all the components are being served to the student in the full required amount, select "no". For school year 2021/2022, OVS is optional for all age/grade groups.

7. **Do you provide a Special Milk Program?** If this site participates in the Special Milk Program (serves milk only- does not serve breakfast or lunch or meal service is not available when students are in attendance), then select "yes". If this site serves breakfast and/or lunch, select "no" and continue to #8.
   a. **Type(s) of Special Milk Program Operated:** Select the type(s) of program you are operating:
      Free: Milk is provided without charge to children eligible for free milk and is claimed at the free claiming category. Children not eligible for free milk pay the established price and are claimed in the paid claiming category. There is no reduced milk category. If claiming free and paid, select pricing option also.
      Pricing: All children are charged the same price for milk and milk is not provided to eligible children at no charge. Free milk applications are not processed. All milk is claimed at the PAID category.
      Non-Pricing: All children are provided milk without being charged or the milk is included in tuition, school fees, or another funding source. All milk is claimed at the PAID category.
   b. **Special Milk Program price per ½ pint charged to student:** Figure out your milk price by taking the $_____ (½ pint cost) + $.05 (Admin. costs)-$.22= $_____ ½ pint student price
   c. **Average price paid by school to dairy/vendor per ½ pint of milk:** Enter the cost from the dairy/vendor for a ½ pint of milk.
   d. **Do children in the Special Milk Program have access to School Breakfast Program or National School Lunch Program?** Answer yes or no.

8. **Do you provide Afterschool Snack?** If this site is currently participating in the Afterschool Snack Program select "yes". If not, select "no". If the site decides during the school year to participate, the application can be amended during the month of starting the program to add this meal service option.
   a. **If afterschool snack is selected, select the correct site eligibility:**
      i. Covid Eligible: Site is not 50% F/R based on 2019 October Claim.
      ii. Eligible: Site is 50% Free/Reduced based on 2019 October Claim.
      iii. Area Eligible: Site is eligible based on a "feeder" school. A middle or high school can be Area Eligible if students from an elementary or middle school feed into the higher-level school. Enter the Building Code Number and the Building Name for the "feeder" school.

9. **Is an Alternate Agreement required?**
   Select "yes' if an alternate agreement is required. If an alternate agreement is not required, select "no" and continue to #10.
   If this site is not under the jurisdiction of the sponsor, an alternate agreement is required to claim meals from another local educational entity. An alternate agreement contract must be uploaded here. The Alternate Agreement template can be found under "Application Agreement Materials" on the "View/Edit" page.

10. **Food Safety Inspections:**
    a. Enter the two dates of your food safety inspections by the local health department from the 2020/2021 School Year only. Only list routine inspection dates – not the follow-up inspection dates. Please contact your local health department for this information if you are unsure of the dates.

b. If less than two food safety inspections were obtained by the site, select the reason why from the drop-down box. It is the responsibility of the sponsor to request the food safety inspections. If "Other" is selected, please type the reason in the comment box. "Covid-19" is not an acceptable reason.

11. **Other Child Nutrition Programs: SFSP and CACFP:** If this site participated in SFSP (July 1, 2021, or beyond) or participates in CACFP during the school year, select "participating". If this site only participates in NSLP/SSO, then select "Non-Participating"
    a. **Summer Food Service Program:** If this site participated in SFSP from July 1, 2021, to current, check #11a and list the dates of operation in the comment box.
    b. **Child and Adult Care Food Program:** If this site participates in CACFP for the 2021/2022 school year, please check #11b and list the dates of operation in the comment box.

12. **Does this site provide and claim meals through NSLP and/or SBP for Great Start Readiness Program, Head Start, or Other Preschool?** Only check the PreK programs that this site claims meals for. If PreK meals are vended to a PreK program and are not claimed, do not check #12a-c

13. **What type of site will you be operating for the NSLP Seamless Summer Option?**

    Select the site type:

    NA- Not operating NSLP SSO: If the sponsor is not participating in SSO, select N/A. If selected, skip to #16

    Open: An open site is a site that provides meals to all children 18 and younger even if the children are not enrolled in the district. In addition, individuals up to age 26 that meet the state agency's definition of mentally or physically disabled may receive meals under SSO. This site must be open to all children that meet the criteria above and the sponsor must notify the community of the open site.

    Open-Restricted: An open-restricted site meets the open site criteria, but is restricted for safety, control, or security reasons. Open-restricted sites can feed their enrolled students and the siblings (not yet in school). Use of this site type requires state agency approval. **Thus, a reason must be entered in the comment box indicating why the open site must be restricted.**

    Closed Enrolled: A closed enrolled site provides meals only to the students that are enrolled in the school or program. Closed enrolled sites can only serve meals to enrolled students. If a site wishes to serve siblings of enrolled students or other children in the community, these sites should be classified as an open or open-restricted site.

    Migrant: Do not select this, unless instructed to by the state agency. This site primarily serves children of migrant families as certified by the district's migrant coordinator.

    Camp: Do not select this, unless instructed to by the state agency. A residential or nonresidential camp offering a regularly scheduled food service as part of an organized program for enrolled children.

    Other: Do not select this, unless instructed to by the state agency.

    If the site type changes during the school year, this must be updated by doing an amendment.

14. **Site Eligibility:** Select the correct site eligibility. If the site is 50% or more free/reduced, select "Eligible", not "Covid-Eligible".

    Covid Eligible: Less than 50% of enrolled students at this site are eligible for free or reduced-price meals based on student data since October 2019. This could be SNP claim data or CEPI general collection (fall or spring).

Eligible: At least 50% of enrolled students at this site are eligible for free or reduced-price meals based on student data since October 2019. This could be SNP claim data or CEPI general collection (fall or spring).

15. **What meal types are you offering at your NSLP SSO Site:** Select the two types of SSO meals this site will serve, can only select up to two. Lunch and supper cannot be selected together except for camp or migrant sites. If you select breakfast and lunch, then snack can only be served afterschool and reimbursed under the after-school snack program (#8).

16. **What additional flexibilities is this site using?** Check all flexibilities this site is using.

    If a site decides to start using these flexibilities during the school year, the application must be amended to indicate the flexibilities being utilized. For example, if learning pivots to virtual and meals need to shift to non- congregate/parent pick up meals.

    Non-congregate meal service: If the site sends meals home with students to consume off-site, this flexibility should be checked. This would include parent pick-up meals.

    Parent/guardian meal pick-up: If this site has a parent pick-up option, this flexibility should be checked.

    Offer versus serve flexibility for senior high school: If this site is a high school and has elected to not do Offer vs Serve for lunch, this flexibility should be checked.

17. **If doing multiple meal distribution, what time and day(s) are you distributing meals?**

    Only complete this question for permanent, multiple meal distribution, not required for temporary meal distribution due to school building closures.

    Enter the start and end time multiple meals are distributed. **The time must be in this format, or the information will not save. Example- 11:00 AM**. Check the days of the week multiple meals are distributed- can select more than one.

Certify the page by checking the box.

Save the site page, by clicking the gray save button on the top of the page.

Make sure all sites where meals are being served have a completed site page.

Inactivate any site that is no longer serving meals.

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[i] https://cepi.state.mi.us/eem/
[ii] https://www.fns.usda.gov/tn/offer-vs-serve-lunch-program-tip-sheet