

Summer Camp Special Milk (SCSM) Steps to Apply for New Non-School Sponsors

Step 1 Register with the Contract and Payment Express (C&PE).

Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your agency is already registered with the C&PE, go to Step 2.

- Go to www.michigan.gov/cpexpress on the Internet
- Click on Go to C&P Express
- Click on the New User button to register



Address http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html

Office of the State Budget Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home | Budget Home | Budget and Office of Financial Mgt. FAQs | Site Map | Contact Budget Search GO

Printer Friendly Text Version Email Page A- A+Text Size

Welcome to Contract & Payment Express (C&PE)

FAQs Keywords **Go to C&P Express**

When you are registering, please click on the 'Go to C&P Express' button.

WHAT'S NEW

- **C&PE Pre-Registration Overview Training**
Suggested for those registering for the first time
- **Website Changes**
If you have not visited this website yet in 2008, you'll notice a number of changes that have occurred. Keywords have been added and FAQs have been updated to better assist you with questions regarding this website and the State of Michigan Vendor File. In addition, you will also see several changes within the website that should assist in making this website more user friendly.

Who is this for?

- Anyone who receives payment from the State of Michigan
- Anyone who wants to do business with the State

This includes individuals, businesses, units of government, municipalities, schools, colleges, and universities. Contractors and vendors can register to sell goods and services to the State. State employees can use this site for travel reimbursement.

Step 2 Create Agency Profile in Education Entity Master (EEM)

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 3.

- Go to www.michigan.gov/schoolnutrition on the Internet
- Click on Special Milk Program



The screenshot shows a web page with a blue sidebar on the left and a main content area. The main content area has two sections: "What's New" and "Program Information". The "Program Information" section contains a list of links: National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, and Team Nutrition. A blue arrow points to the "Special Milk Program" link. The "What's New" section contains links for Youth Wellness Initiative Team Nutrition Mini-grant and 2008 Summer Workshop Webcasts.

- Click on *Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)*.



The screenshot shows a web page with a blue sidebar on the left and a main content area. The main content area has a section titled "Applying to the Summer Camp Special Milk Program" which contains a link for "Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)". A blue arrow points to this link. The sidebar on the left has several blue buttons.

Step 3 Create a Michigan Education Information System (MEIS) account number.

A MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have a MEIS account number, go to Step 4.

- Go to www.michigan.gov/meis on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password

The screenshot shows the Michigan Department of Education website. At the top, there is a navigation bar with links for MDE Home, Site Map, FAQ, Contact MDE, Keywords, and Online Services. A search box is located on the right. Below the navigation bar, there is a 'Welcome' section with a 'MEIS User Management v1.4' heading. The MEIS logo is displayed, and text explains that a MEIS account is required for using MEIS applications. A 'Jump to a category...' dropdown menu is provided. Below this, there are several sections: 'MEIS Data Submission Applications', 'Authorization Information' (with a blue arrow pointing to 'Create an MEIS Account'), 'Adequate Yearly Progress and Education YES!', 'Annual Vocational Authorization Application', and 'Child Nutrition Programs (CNP)'. The right sidebar contains 'Departments/Agencies', 'Online Services', 'Surveys', 'RSS Feeds', 'MDE Quick Links' (with PDF icons), 'Share Your Thoughts', and 'Superintendent's Podcast'.

Step 4 Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the SCSM application.

- Go to www.michigan.gov/meis on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement

welcome

MEIS User Management v1.4

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM

To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category...

MEIS Data Submission Applications

Authorization Information

- [Create an MEIS Account](#)
- [Verifying Your MEIS Authorized Users](#)
- [MEIS Authorized User Removal Request](#) PDF

Adequate Yearly Progress and Education YES!

- [Michigan School Report Card](#)
The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement.
- [AYP Security Agreement](#) PDF

Annual Vocational Authorization Application

- [Annual Vocational Authorization Application](#)
- [Online Annual Vocational Authorization Security Agreement](#) PDF

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [Child Nutrition Program Security Agreement](#) PDF

Cash Management System (CMS)

- [CMS PowerPoint Presentation](#) PPT
- [Cash Management System \(CMS\)](#)
- [CMS Training Sessions](#)

Credential Data eXchange (CDX)

Surveys

RSS Feeds

MDE Quick Links

- HS Requirements FAQ PDF
- ISD Financial Reports
- Notices & Public Comments
- Directory of Schools
- No Child Left Behind
- State Tech Plan - 2006 PDF
- Recognition Programs
- Troops to Teachers
- School Finance & Law
- E-Rate: Service Fund

Share Your Thoughts

Superintendent's Podcast

Click on Child Nutrition Program Security Agreement

On the Child Nutrition Program Security Agreement you should check *Summer Camp Special Milk* under A. Child Nutrition Application Program (CNAP) and B. Claim Form.

Step 5 Complete the SCSM Application.

- Go to www.michigan.gov/meis on the Internet
- Click on the Child Nutrition Application Program (CNAP) link

welcome

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- [LEARS-Verification Summary Report](#)
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Credential Data eXchange (CDX)

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- [State Tech Plan - 2006](#) **PDF**
- [Recognition Programs](#)
- [Troops to Teachers](#)
- [School Finance & Law](#)
- [E-Rate: Service Fund](#)

[Share Your Thoughts](#)

[Superintendent's Podcast](#)

Click on Child Nutrition Application Program

Step 5 Complete the SCSM Application (con't).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application



Child Nutrition Application Program

CNAP: Child Nutrition Application Program

The CNAP website has moved. Please delete all old bookmarks. You are requested to bookmark "www.michigan.gov/meis" page.

Welcome!

The Child Nutrition Application Program, (CNAP), developed by the Michigan Department of Education, Grant Coordination & Administration, is available for the School Meals Program, Child and Adult Care Food Program, Summer Food Service Program and Summer Care Program. CNAP is designed for submission of new applications or to renew and update currently existing applications.

For information on programs or if you need access, click the links below.

- [CNAP Quick Guide](#)
- [Security Access Form](#)
- [Program Information](#)
- [Access to CNAP via MEIS](#)
- [MAIN-How to Receive Payments from the State of Michigan](#)
- [CNAP Manuals and Training Documents](#)

Login:

Password:

[Forgot your password?](#)

School Meals Program:

Phone: (517) 373-3347

MDE-CNAP-SchoolMeals@michigan.gov

Child and Adult Care Food Program:

Phone: (517) 373-7391

MDE-CNAP-CACFP@michigan.gov

Family Day Care Homes Program:

Phone: (517) 373-7391

MDE-CNAP-CACFP@michigan.gov

Summer Food Service Program:

Phone: (517) 373-3347

MDE-CNAP-SFSP@michigan.gov

Approval and Record Keeping

Upon approval MDE will send a message via e-mail.

Questions?

Contact the SCSM by phone at (517) 373-3347 or e-mail at

MDE-CNAP-CampMilk@michigan.gov