

Fresh Fruit and Vegetable Program (FFVP) Grant Application – Tips for Completing the Application

Where do I find the application?

MEGS+

1. It will show up in the Available Application/Tasks area.
 - a. Click the View Available Applications/Tasks button.
 - b. Scroll down to find the 2021 CNP: Fresh Fruit and Vegetable Program application and click on the Initiate button.
 - c. In the Application Agreement area, click on the *I Agree* button to confirm that the application should be initiated.

Nutrition Gateway <https://mdoe.state.mi.us/gateway>

1. It will show up in the Applications-MEGSplus area under the Fresh Fruit and Vegetable Program and state you are eligible to apply.
 - a. Click on the 2021 year and you will be taken to the FFVP application in MEGS+

Once in the MEGS+ Fresh Fruit and Vegetable Program application, begin by clicking on the View/Edit button.

Sponsor/Site Information area

Sponsor Information

- Complete all information in lines 5-9.
- Make sure to check box in line 9 to certify all data is complete and correct.

Site Listing

- Eligible sites will show up under the Agency Name.
- Click on each site and complete all information.
- Make sure to indicate Yes/No in question 5 in order to be able to complete page items.
- Any missing information will appear in red text as Page Error(s).
- Don't forget to check the certification box below 7. School Principal.
- Use Save button at top of page to continuously save work as you complete the page.
- Click on Global Errors button at top of page to continuously check for errors as you fill out the application.

Certification Statements

- Read through the Assurances and certify by checking the *I Agree* box at the bottom.
- Click Save button at top of page.

MiND Security Agreement

- Make sure the Primary and Secondary Contacts are current. These are the persons authorized to submit claims.
- Best practice is to have two different individuals listed as the contacts. This would allow the Secondary Contact to claim in the event of an emergency or if there is a personnel change and the Primary Contact is not available.
- To change a Contact, enter their MEIS account number and Save.
- Don't forget to certify this information by checking the box below the Secondary Contact.

Downloadable Required Documents

- ✓ Complete a Certification of Support for each eligible site.
- ✓ Complete the sample menu.
- ✓ RCCIs only – complete the certification.
- ✓ There is *Important Information* that should be read before applying.

Attachments

- ✓ Upload the Certification of Support documents. Follow instructions on page to upload. You may save and submit Certification of Support documents for all sites as one document. (scan all signed documents and create one PDF document).
- ✓ Upload your FFVP sample menu. Follow instructions on page to upload.

Before submitting your application

- ✓ Click on Global Errors to check and see if anything was missed.
- ✓ Complete any missing information and Save.
- ✓ Change the status of your application and submit.

Application Deadline: May 20, 2020

Any Questions?

Contact the School Nutrition Programs office:

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