

From: Bushong, Linda (MDE) **On Behalf Of** Leikert, Howard (MDE)
Sent: Tuesday, April 02, 2013 12:35 PM
To: MDE-SchoolNutrition
Subject: Weekly News from MDE 040213

It is now April with great weather just around the corner. Let's talk School Nutrition:

- 1) Director Training – You are now able to register for our May 7 and 8 School Meals Program Requirements Training to be held in Lansing. While this training may include some of the new guidance, including the new breakfast meal pattern, it will still focus on most of the standard training topics like POS counts, counting and claiming, production records, meal patterns, offer vs. serve, etc. Competitive foods will not be addressed. Anyhow, if you are new to school meals or would just like to brush up on your knowledge of our business, please register. Here is the link for the registration information for the training:
http://www.michigan.gov/documents/mde/Registration_Memo_415497_7.pdf.
- 2) June Conference – We will be posting officially our June 26-28 conference that will be held at the Amway Grand Hotel in Grand Rapids. We got a great lodging rate of \$119/per night. This conference will not be like our standard directors training. We will have several general sessions and breakouts. Some of the key general sessions will be on the new Administrative Review (the old CRE), the new Breakfast Meal Pattern presented by a representative from USDA, and a nationally renowned closing speaker on Friday that you will not want to miss. Anyhow, as part of this conference, we would like to have a discussion on best practices. If you have done some unique things at your district and would be willing to share as part of a discussion group, please let me know. For all others, just be sure to save the date. It should be a very informative conference. Next week we will send out the registration details.
- 3) Takes More than Good Nutrition - It looks like the topic of the day is physical activity! Please see the attached information about the newly released Let's Move! Active Schools initiative and the partnering organization that is managing this effort. Schools that register will have access to a great deal of resources from partnering organizations, including the Alliance for a Healthier Generation. Please encourage your schools to register!
- 4) National Farm to School Survey - A couple of weeks ago, the Michigan Department of Education (MDE) sent all School Food Authorities (SFAs) a request to participate in an important national census regarding farm to school activities. The Farm to School Census will provide an important national baseline of how many SFAs are purchasing locally produced food for school meal programs or conducting other farm to school activities. This is a friendly reminder to take about 20 minutes to complete the survey even if

you are not currently purchasing any locally produced food. The survey can be found here at <https://www.surveymonkey.com/s/F2S>. For more details about this national census or if you prefer a hard-copy of the survey, please see the attached e-mail.

- 5) Video of the Week - Check our Michigan Team Nutrition Stars of the week Lorie Grant and Katie McConkie discuss how they are using whole grains and creating wonderful smells to draw students. Also watch Chef make a fantastic whole grain Stuffed Crust Pizza at <http://ow.ly/eqDrJ> .
- 6) Salad Bars in the National School Lunch Program – Attached is USDA memo SP 31-2013 which covers guidance and helpful tips on successfully utilizing salad bars in your school lunch program. Please review the information as it is helpful for both schools that have chosen not to use salad bars and for schools that do use salad bars.
- 7) Student Food Allergies - The School Nutrition Foundation has these food allergy resources:
 - a. Food Allergy Resource Center - www.schoolnutrition.org/foodallergy.
 - b. School Nutrition University - The Food Allergy Management course is designed to assist school nutrition professions in preparing for and appropriately serving students with allergies. This course will help professionals:
 - i. Understand the need for a food allergy policy, a food allergy plan, training, and swift action in response to symptoms of an allergic reaction.
 - ii. Understand the federal laws that affect how schools manage life-threatening food allergies, the USDA Guidance for School Food Authority regarding food allergies, tools to use at school, and students’ rights and responsibilities under the laws.
 - iii. Know how to read ingredient labels to identify allergens.
 - iv. Understand the need for standard operating procedures to prevent cross contact of foods and surfaces with known food allergens, and the difference between cross contact and cross contamination.
 - v. Know the cleaning procedures for eliminating allergen residue from hands, cafeteria surfaces, and kitchen equipment.

This course is offered at no charge and is available in Spanish as well at <http://www.snuniversity.org/allergy.html>.

Archived Webinar Wednesday - Teamwork is Key to Successful Food Allergy Management in Schools
<http://www.schoolnutrition.org/Content.aspx?id=16596>.

Webinar Wednesday/USDA Food Allergy series:
Managing Food Allergies in Schools: Understanding the Fundamentals
Managing Food Allergies in Schools: Developing Policy

Managing Food Allergies: Implementing Policy

- 8) NFSMI Training Opportunity – Attached is registration information for training that will be held in Bloomington, MN which will cover topics pertinent to your jobs as School Food Service Professionals. Check out the topics by opening the form and see if it might be of interest to you.
- 9) Life Without A La Carte – Here is a link to a “New Study Illuminates How Schools Can Improve Nutrition Standards Without Significant Negative Financial Impact”: <http://iphionline.org/2013/03/controlling-junk-food/>. I actually would like to hear some feedback on some of the conclusions the report reaches. In effect, it comes to the conclusion that serving healthier a la carte items does not have a significant financial impact on School Food Service programs.
- 10) The Community Eligibility Option (CEO) - CEO as exercised in the National School Breakfast and Lunch Programs is in the tail end of its second successful year as the USDA moves closer to making this program available nation-wide. Should you be interested in participating in CEO, expanding its utilization in your district/school, or simply curious as to where your school buildings stand, please use the two documents attached. These documents provide you with a list of 1) buildings that are eligible based on 40% or more direct certification and 2) buildings that are near-eligible between 30% and 39.99% direct certification. Keep in mind that the direct certification numbers found in these reports come from the electronic match between student records as submitted in the Michigan Student Data System (MSDS) and the Department of Human Services database for those receiving food assistance benefits and may not be reflective of your actual student enrollment as of April 1. These reports are meant to be used as a guide. Actual numbers will be used in eligibility determinations.
- 11) Summer Food Service Program (SFSP) - It’s never too early to start thinking about summer. Thank you to all of you who attended a state agency SFSP sponsor training. We had a wonderful turnout at each of our 10 sessions in 6 locations around the state. The 2013 Summer Food Service Program application is now available in MEGS+. To access this application you can click on the following link: <https://mdoe.state.mi.us/MEGSPlus/>. Utilize the attached MEGS+ Quick Guide for assistance in filling out your 2013 SFSP application. The SFSP application will close on May 1, so be sure to apply as soon as possible. If you do not have access to MEGS+, you may need to update the attached security agreement to include SFSP. For more information, please call 517-373-3347 or visit www.michigan.gov/sfsp.
- 12) Team Nutrition - This is a friendly reminder to please see the latest Team Nutrition Newsletter and share it with Child Nutrition program operators. It highlights our newly revised nutrition education resources. We also have two new school gardening nutrition education curricula that will be coming out soon: **The Great Garden Detective Adventure** for **grades 3 and 4** and

Dig In! for **grades 5 and 6** which connect nutrition education to course curriculum standards for Math, Science, and English Language Arts through fun and interactive activities. This is a friendly reminder that **A Recipe for Healthy Kids** book has been standardized for the CACFP, NSLP, and for use at home. Please promote this excellent recipe book, which features dark green, red, and orange vegetables, legumes and whole grains. It is a great way to introduce these foods into a variety of settings and to help increase kids' exposure to them. The Newsletter can be found at the following link: http://healthymeals.nal.usda.gov/hsmrs/TN_Newsletters/TN_Newsletter_March_2013.html.

Howard Leikert, MBA, SNS
Supervisor
School Nutrition Programs
Michigan Department of Education
517-373-3892
517-373-4022 Fax

Each April, Michigan celebrates the Month of the Young Child. Go to www.miaeyc.org to learn more.





*American Alliance for
Health, Physical Education,
Recreation and Dance*

Let's Active Move Schools

PRESS RELEASE

For more information, contact:

Paula Keyes Kun (703) 476-3461; pkun@aahperd.org

Sinu Patel (703) 476-3485; spatel@aahperd.org

Follow on Twitter @NTAAHPERD, Hashtag #ActiveSchools

AAHPERD on [Facebook](#)

AMERICAN ALLIANCE PARTNERS WITH FIRST LADY'S LET'S MOVE! ACTIVE SCHOOLS TO GET KIDS MOVING

RESTON, VA, February 28, 2013 – The American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) is proud and excited to be a part of First Lady Michelle Obama's newly released *Let's Move! Active Schools* - an unprecedented collaboration to bring physical activity back to American schools. The program provides simple steps and tools, including monetary support and training, to help schools create active environments where students get 60 minutes of daily physical activity through quality physical education and physical activity before, during and after the school day.

Let's Move! Active Schools mobilizes "School Champions" – P.E. teachers, classroom teachers, administrators, staff, and even parents – who are ready and willing to be leaders for their school community. These champions go to LetsMoveSchools.org and follow a simple, six-step process that includes building a team, conducting a basic school assessment, and creating a customized action plan. Participating schools will have access to free tools and resources, ranging from in-person trainings, to program activation grants to direct, personal assistance from certified professionals.

As a managing organization for *Let's Move! Active Schools*, AAHPERD will work to recruit individual champions, provide customized support to schools, and facilitate the training of at least 20,000 school Physical Activity Leaders over the next five years.

According to AAHPERD Chief Executive Officer E. Paul Roetert, "Physical educators have always known that children are designed to move. Now through *Let's Move! Active Schools*, we are thrilled to elevate our efforts in increasing physical activity before, during and after school to a larger national stage. Our role will be to provide professional development training so that physical educators will create even more early, positive experiences for all children. We want physical activity to become an integral part of their daily lives."

Joining CEO Roetert at the *Let's Move! Active Schools* launch in Chicago with First Lady Michelle Obama were state, district and national AAHPERD leaders. AAHPERD

President Irene Cucina says, "What a joy it is to see the impact of our Let's Move in School initiative to increase physical activity before, during and after school on *Let's Move!* Active Schools. This is a fabulous opportunity for every physical education teacher in the country to be his or her school's physical activity champion."

Registered *Let's Move!* Active Schools will have an opportunity to access resources from such partners as Alliance for a Healthier Generation, NIKE, Inc., the GENYOUth Foundation, ChildObesity180, Kaiser Permanente, and the Presidential Youth Fitness Program partners, including the General Mills Foundation. To register go to: www.letsmoveschools.org.

About the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)

The mission of AAHPERD, an alliance of five national associations, six district associations, and a Research Consortium, is to advance professional practice and promote research related to health and physical education, physical activity, and sport. Founded in 1885, it is the largest organization of professionals involved in physical education, fitness, dance, school health and all specialties related to achieving an active, healthy lifestyle. A nonprofit organization, AAHPERD serves 20,000 members and has its headquarters in Reston, Virginia, 25 miles west of Washington DC. For more information, visit www.aahperd.org.

NFSMI's Midwest Regional Training

Registration Deadline: April 8, 2013

Register for one or all sessions.

Meal Pattern – May 7, 2013

This six-hour session focuses on Food-Based Menu Planning (FBMP) required for the National School Lunch Program (NSLP). It provides an overview of the Meal Pattern. 8:00 am – 3:30 pm

Food Safety Basics – May 8, 2013

This four-hour training is designed to provide a basic understanding of food safety. Lesson content focuses on food safety and why it is important, methods for training school nutrition staff on food safety, how to prevent foodborne illness, and checklists to monitor food safety. 8:00 am – 12:00 pm

Food Defense Tabletop Exercise – May 8, 2013

This four-hour training explains how school food supplies may be at risk for bioterrorism, how to assess the risk in school nutrition operations, and how to take action to successfully prevent or reduce the likelihood of intentional attacks on food and during receiving, preparation, and service. 1:30 pm – 5:30 pm

Inventory Management and Tracking – May 9, 2013

The ability to track food products across the supply chain is at the center of modern inventory management in school nutrition programs. The goals of this four-hour session are to incorporate food product tracking into standard inventory management practices addressing cost efficiencies, food safety, and effective responses to recalls, foodborne illness, and bioterrorism. 8:00 am – 12:00 pm

Everyone Plays a P.A.R.T in Norovirus Control – May 9, 2013

This two-hour session discusses implementing and monitoring basic food safety practices in order to provide safe meals to students. 1:30 pm – 3:30 pm

Training materials will be provided. Training sessions will be held at
Schwan's Headquarters, 8500 Normandale Lake Blvd., Bloomington, MN 55437

Name (Mr. or Ms.) _____

Title _____

Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

E-mail _____

Participants are responsible for arranging and paying for their own travel, lodging, and meals each day of the training.

Please return registration form by mail, fax, or E-mail to:

Jennifer Marascalco
jhrascal@olemiss.edu

Phone: 800-321-3054

Fax: 800-321-3061

National Food Service Management Institute

The University of Mississippi

P.O. Drawer 188

University, MS 38677-0188



If you require special assistance relating to a disability,
please contact Jennifer Marascalco.

Bushong, Linda (MDE)

From: Mainar, Jaime (MDE)
Sent: Tuesday, March 12, 2013 12:13 PM
To: Mainar, Jaime (MDE)
Cc: Schubel, Cheryl (MDE); Moss, Marla (MDE); Dixon, Janice (MDE); Deborah.Kane@fns.usda.gov; 'kralston@ers.usda.gov'
Subject: National Farm to School Census
Attachments: Farm to School Census Questionnaire Fax-back Version.pdf

Dear Food Service Directors,

We are writing to request your participation in an important **national** Census regarding farm to school activities.

The **Farm to School Census** is intended for all public school district, BIE-funded, and tribal School Food Authorities (SFAs). It will provide an important national baseline of how many SFAs are purchasing locally produced food for school meal programs or conducting other farm to school activities such as bringing students to farms and farmers into classrooms, teaching students how to cook locally produced food, and operating edible school gardens.

The questionnaire has been kept as short as possible, and should take about 20 minutes if you have a local foods procurement program and only 5 minutes if you do not have one.

- **Ready to complete the survey!?** Please click or cut-and-paste the following link and fill out the survey! <https://www.surveymonkey.com/s/F2S>.
- **Prefer a hard copy?** If you would rather complete the Census on paper, please print out the attached copy of the survey, fill it out by hand and submit it via **fax to (609) 936-1462**.
- **Need help?** If you need assistance, **call the Farm to School Census Help Line at (888) 633-8345 or email farmtoschool@mathematica-mpr.com**.
- **Please complete the survey even if you are not currently purchasing any locally produced food.** This is essential to measuring the percentage of SFAs that ARE buying locally produced food.

A few questions ask about the total value of food purchases from 2011-12, and what percent of those purchases were locally produced. The questionnaire asks for an **estimate**; we do not expect you to spend hours compiling data. If you have already compiled information on your local purchases, it will be helpful to have that information on hand before you start the Census.

You don't need to complete the survey in one sitting—your responses will be saved if your browser is set to allow cookies, if you use the same computer each session, and if you clicked "Next" to store your data for that page. When you exit before completing the survey and re-enter later, you will land on the next page to be completed—keep going and be sure to click "Next" to store your responses.

If you prefer to disable your browser's cookies, you can still take the survey, but you won't be able to exit and re-enter the survey (if you exit without completing the survey, your responses won't be saved).

The ERS website does not collect, store, or share any information except that needed to facilitate the survey transaction. Please see the [Privacy Policy of the U.S. Department of Agriculture](#). To review the privacy policy of the SurveyMonkey survey instrument, or for more information about how cookies are used by SurveyMonkey (or how to remove or disable browser cookies), please click on the following links:

- SurveyMonkey's privacy policy < <http://www.surveymonkey.com/mp/policy/privacy-policy/>>
- How SurveyMonkey uses cookies < http://help.surveymonkey.com/app/answers/detail/a_id/5168/kw/cookie%20information?q=cookie+information>

This information collection is authorized under 7 U.S.C. 427 and approved by the Office of Management and Budget (OMB Control No. 0536-0069, expires 2/29/2016). Your participation is voluntary. The survey is being conducted by USDA's Farm to School Program, in collaboration with the Economic Research Service (ERS).

The questionnaire does not include any personal information. However, we must inform you that your responses are not confidential and are not covered by the Confidential Information Protection and Statistical Efficiency Act of 2002. Your responses will be used to create a publicly accessible map showing purchases of local food by SFAs. USDA will treat all information gathered in accordance with the Freedom of Information Act (5 U.S.C. 552).

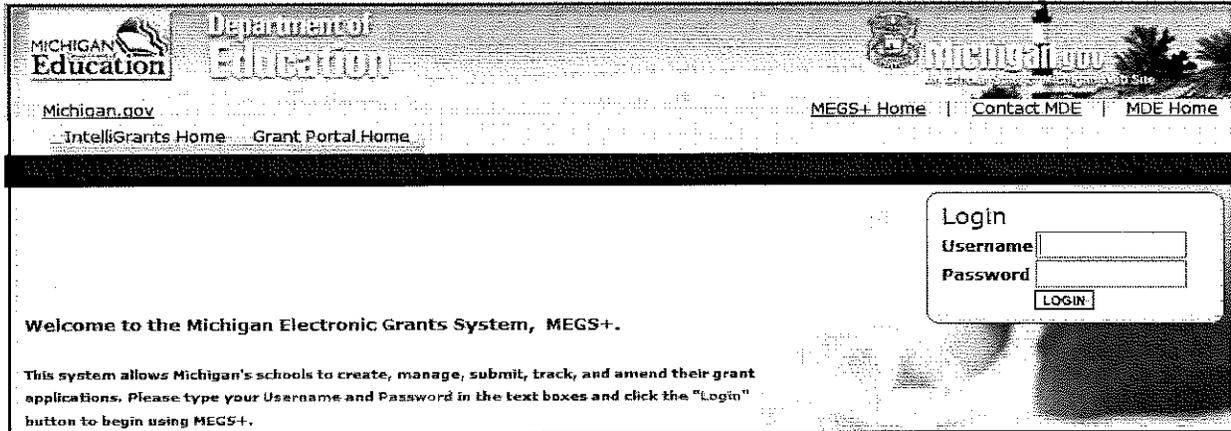
Please also note that USDA has requested contact information for SFAs in each state in order to construct a list frame to identify which SFAs have responded to the Farm to School Census and to contact a sample of non-respondents to request completion of an abridged set of questions. The list frame will be retained after the Farm to School Census is completed for use in frame building and other statistical activities conducted by USDA or other federal statistical agencies.

All Michigan Food Service Directors have been blind copied on this email.

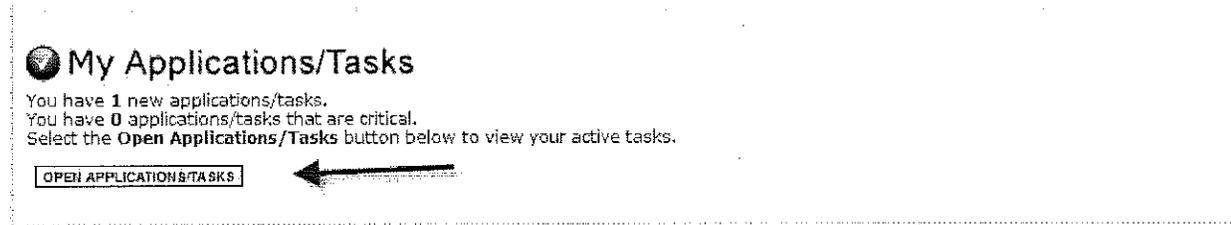
With sincere appreciation,
Marla J. Moss, State Child Nutrition Director
Michigan Department of Education

Quick Guide to Complete a MEGS+ 2013 CNP: Summer Food Service Program Application

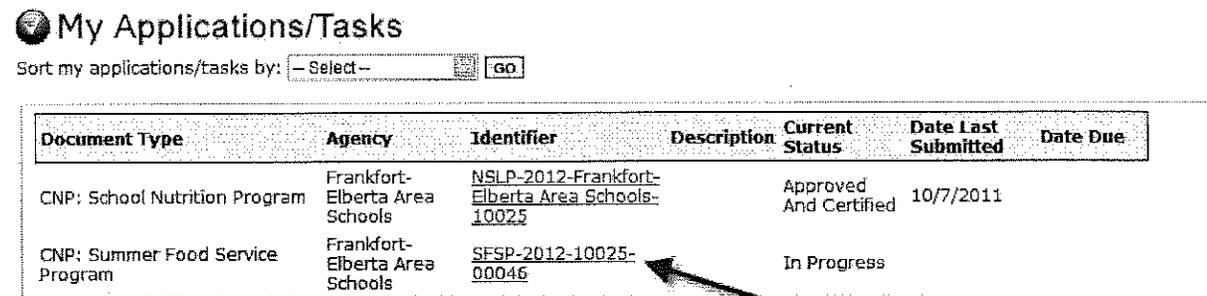
1) Access MEGS+ at: <https://mdoe.state.mi.us/megsplus/>



2) A Level 3 Authorized Official must initiate the application by clicking the Open Applications/Tasks button.



3) Click on your sponsor name located under the Identifier section for application options.



4) Click on the View/Edit button to edit your current fiscal year application.

Frankfort-Elberta Area Schools - 10025

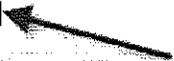
Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

1 View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW / EDIT 

2 Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

3 View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the d history.

VIEW MANAGEMENT TOOLS

****Throughout the application pages, you may notice that information from your previous year's SFSP application may have rolled over. Be sure to review and update any and all information in your application before you save and submit.****

5) Click on the Sponsor Information link.

Please complete all required forms below.

Forms

Status	Page Name	Notes	Created By	Last Modified By
Application Overview				
	General Instructions			
	Sponsor Agreement and Non-Pricing Policy Statement			
	Sponsor Agreement and Non-Pricing Policy Statement Addendum for NSLP Sponsors			
Application Information				
	Sponsor Information 		2/22/2012 12:50:55 PM	2/22/2012 12:54:36 PM
	Site Listing			
Application Tools				
	Eligible for Commodities		2/22/2012 12:51:03 PM	2/22/2012 1:43:42 PM
	Meal Pattern Exceptions Form		2/22/2012 12:51:03 PM	2/22/2012 1:44:24 PM

- 6) Review and update each question on the Sponsor Information page.
- 7) At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button located on the floating menu bar always at the top of the page.

13. I certify that the above data is complete and correct. *

- 8) Once the sponsor information is completed and saved, click on the View/Edit Menu link located at the top of the Sponsor page.

Main Menu > Application Menu > View/Edit > Sponsor Information

Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | Status: In Progress | Security Level: CNAP: Level 3 Application Administrator

- 9) To update information for each site or to add a site, click on Site Listing.

Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | Status: In Progress | Security Level: CNAP: Level 3 Application Administrator

Details

Please complete all required forms below.

Forms

Status	Page Name	Notes	Created By	Last Modified By
<input type="checkbox"/>	General Instructions			
<input type="checkbox"/>	Sponsor Agreement and Non-Pricing Policy Statement			
<input type="checkbox"/>	Sponsor Agreement and Non-Pricing Policy Statement Addendum for NSLP Sponsors			
<input checked="" type="checkbox"/>	Sponsor Information		2/22/2012 12:50:55 PM	2/22/2012 12:54:36 PM
<input type="checkbox"/>	Site Listing			

10) Click on the Add a Site link to add a new site, or click on an existing site's name to update the site's information.

[ADD SITE](#) ←

Search Site Name / Agreement Number:

Agency Name	Agreement Number	Active	Delete Site	Meals	Effective Month	Last Update	Last Update By
Village Of Benzonia Academy Park ←	10SFP0006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:39:09 PM	
Benzie Central High School	10SFP0005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:34:23 PM	
Frankfort High School	10SFP0003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:32:46 PM	

11) Review and update all information for each active site. Be sure to save prior to moving on to additional sites.

SITE INFORMATION ←

Instructions:

- Please complete this page, and click the **Save** button.

Site Information

1. a. Site Agreement Number:

b. License Number: (Only required for RCCI) * Invalid License Number

c. License Number Expiration Date: (Only required for RCCI) *

2. Site Name: *

12) Once all the site information has been completed click on the View/Edit Menu link located on the top of the Site Information page.

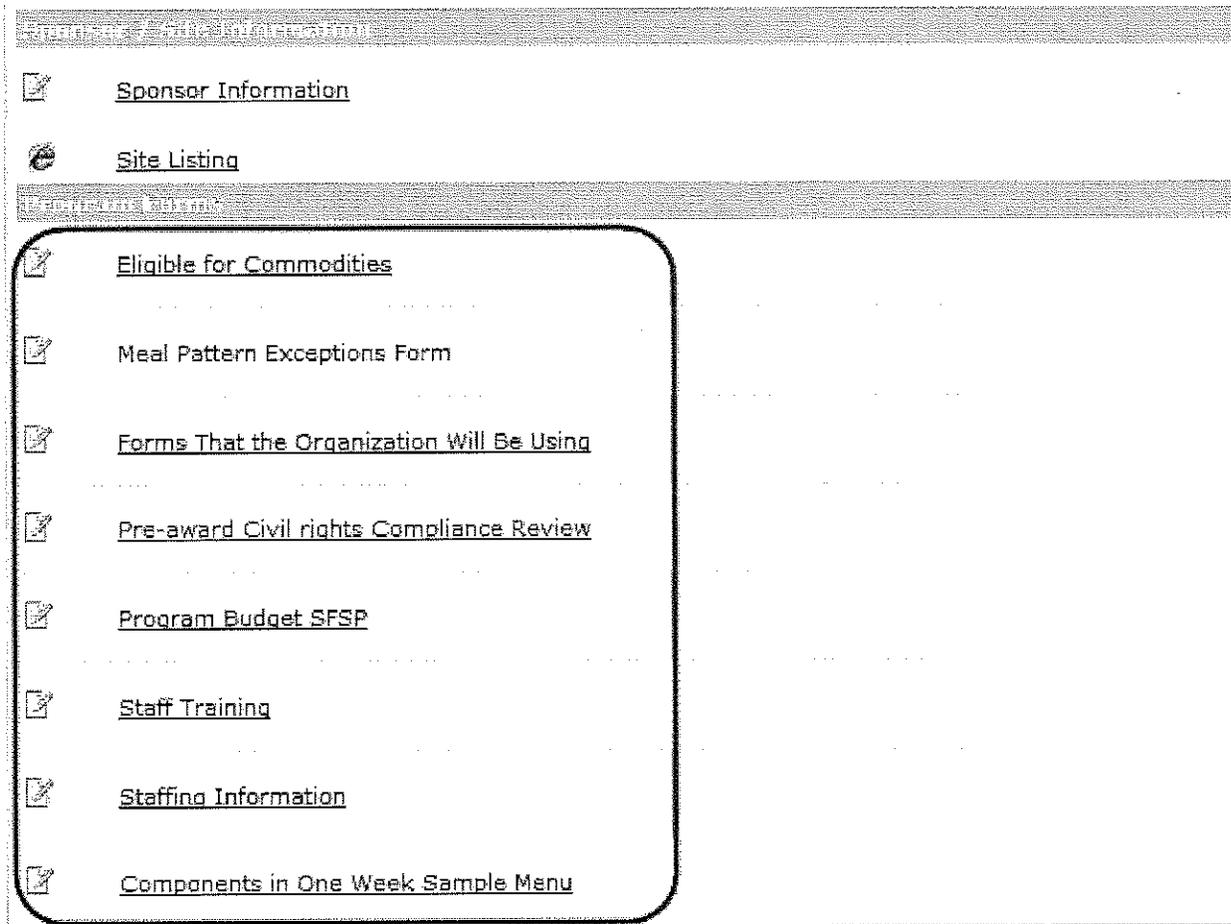
Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) ← | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

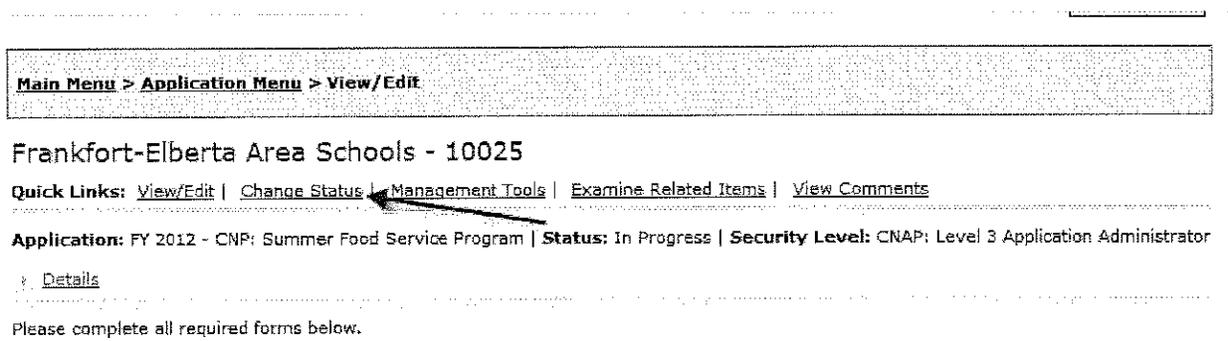
Application: FY 2012 - CNP: Summer Food Service Program | Status: In Progress | Security Level: CNAP: Level 3 Application Administrator

Created By: 2/22/2012 12:50:59 PM
 Modified By: 2/22/2012 1:39:09 PM

13) Scroll to Program Forms section and complete each required form.



14) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.



15) Click the Submitted button.

Main Menu > Application Menu > Change The Status

Frankfort-Elberta Area Schools - 10025

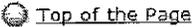
Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | Status: In Progress | Security Level: CNAP: Level 3 Application Administrator

Select a button below to execute the appropriate status push.

Possible Statuses

 **Submitted**

 [Top of the Page](#)

- 16) If your application has errors, you will be required to fix them at this point prior to your application being submitted. This may require you to make changes in more than one place. If this is the case, use your View/Edit menu to identify, access, and fix errors.
- 17) Once all of your errors have been corrected (if applicable), repeat steps 14 and 15.
- 18) Follow the prompts to completion. You may utilize 'Management Tools' from the Application Menu or the Quick Links menu bar to track the status history of your application as well as various administrative tasks.

Main Menu > Application Menu > Management Tools

Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | Status: In Progress | Security Level: CNAP: Level 3 Application Administrator

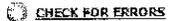
The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Management Tools

 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

 **ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 **STATUS HISTORY**
Select the link above to view the status history of this document.

 **CHECK FOR ERRORS**

Amendments and Modifications

- 1) In order to initiate any modifications or amendments to the application, you must first go to 'Change Status' and click on "View Status Options."

Main Menu > Application Menu

Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

 **View / Edit**
Select the **View/Edit** button below to view, edit, and complete the application/task.

 **Change Status**
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

- 2) Click on the status you wish to initiate to the application. Possible status may include:
 - a. Modify Application
 - b. Amend Application
- 3) Initiating a status change will bring you to the View/Edit Menu. Make the required modification or desired amendment. Be sure to save each page as necessary.
- 4) If making an amendment, you will be required to complete an Amendment Justification in order to provide a detailed description of the change that you are making to the application. This justification is required in order to re-submit your application.

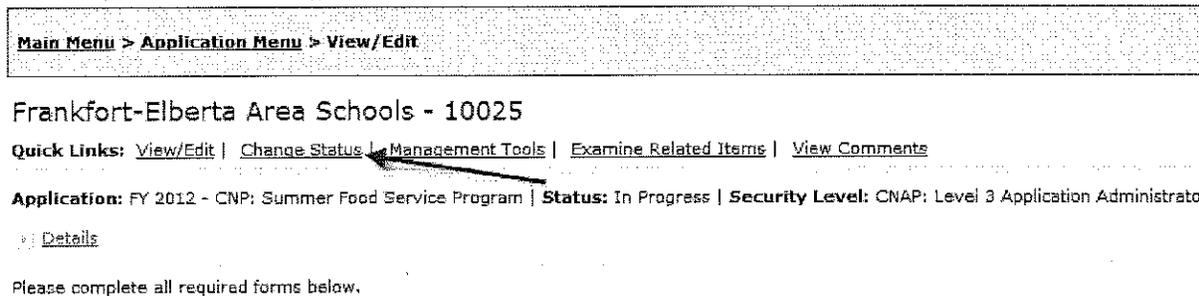
AMENDMENT JUSTIFICATION

[Sponsor Information](#)

[Site Listing](#)

[Amendment Justification](#) ←

- 5) Once your changes have been made and Amendment Justification has been completed (if applicable), your application is now ready to re-submit.
- 6) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.



Main Menu > Application Menu > View/Edit

Frankfort-Elberta Area Schools - 10025

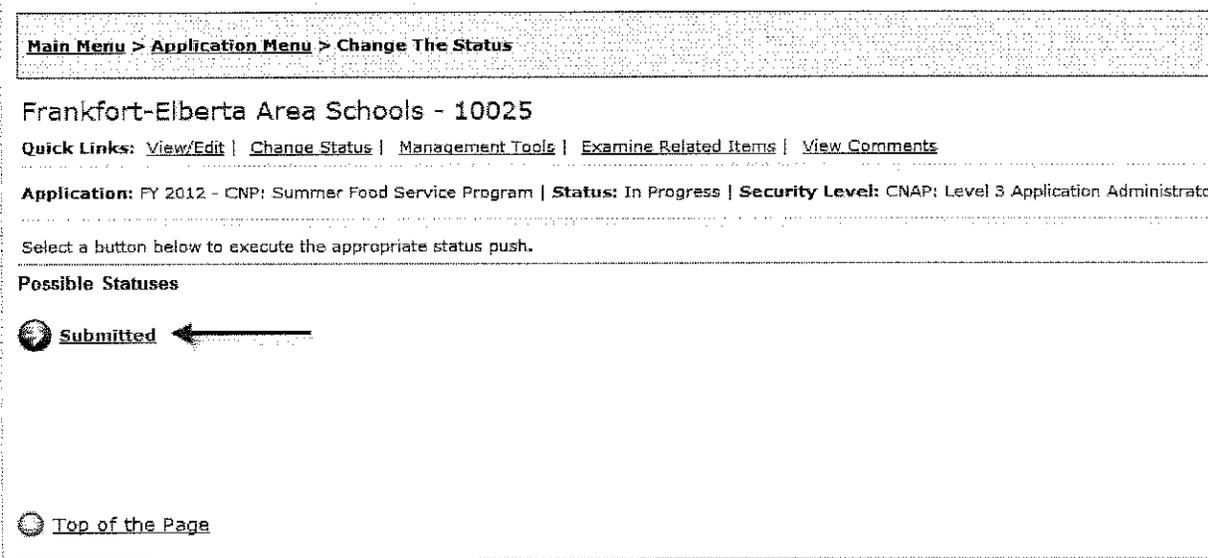
Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

[Details](#)

Please complete all required forms below.

- 7) Click the Submit button. The available status may also read:
 - a. Submit Modifications
 - b. Submit Amendment



Main Menu > Application Menu > Change The Status

Frankfort-Elberta Area Schools - 10025

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Select a button below to execute the appropriate status push.

Possible Statuses

[Submitted](#)

[Top of the Page](#)

- 8) If your application has errors, you will be required to fix them at this point prior to your application being submitted. This may require you to make changes in more than one place. If this is the case, use your View/Edit menu to identify, access, and fix errors.
- 9) Once all of your errors have been corrected (if applicable), repeat steps 6 and 7.



**Michigan Department of Education
Child Nutrition Programs - Security Authorization Form**

School District/Organization/Institution Name	Agreement Number
1. Designated Michigan Education Information System (MEIS) Applications Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.	
a. MICHIGAN ELECTRONIC GRANTS SYSTEM PLUS (MEGS+) <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - Centers <input type="checkbox"/> Child & Adult Care Food Program – Family Day Care Home (FDCH) Sponsor <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program <input type="checkbox"/> The Emergency Food Assistance Program <input type="checkbox"/> Commodity Supplemental Food Program <input type="checkbox"/> Fresh Fruit and Vegetable Program	b. CLAIM FORM <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - C Claim <input type="checkbox"/> Child & Adult Care Food Program - FDCH Claim <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program <input type="checkbox"/> The Emergency Food Assistance Program (MiND) <input type="checkbox"/> Commodity Supplemental Food Program (MiND) <input type="checkbox"/> Fresh Fruit and Vegetable Program (MiND)
c. LEARS - VERIFICATION SUMMARY REPORT <input type="checkbox"/> School Meals Program	d. YEAR END REPORT - SM-4012-A/R <input type="checkbox"/> School Meals Program The Year End Report is not required for schools operating the Special Milk Program ONLY.
2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE) I agree to protect my user ID and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Child Nutrition Program data on MEIS, I am certifying the data is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement.	
Signature _____	Date _____
Print Name _____	Title _____
* A _____ MEIS Account Number	
Telephone Number _____	
Email Address _____	
* If you HAVE already established a MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE. * If you do NOT have a MEIS account number, go to: http://michigan.gov/meis and click on the MEIS logo box at the top of the screen. Click on "Create a MEIS Account" and follow instructions.	
Check if you are a: <input type="checkbox"/> Replacement Designee _____ <div style="text-align: right; margin-left: 300px;">Name of Former Designated Individual to be Removed from Security Access</div>	
3. Authorization by Superintendent, Administrator, or Institution Official or Owner Public School Academies: Signature of the School Board President is required I attest that the above named individual is authorized to initiate and electronically submit Child Nutrition Program applications to the Michigan Department of Education and to grant Level 1 "Read Only" or Level 2 "Enter/Edit" access rights to other individuals within the organization.	
Signature of Superintendent/Administrator/Institution Official or Owner (Public School Academy: School Board President)	Title
4. Mail or fax form to: Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909. Fax: (517) 373-4022	

This form must be submitted for **each** individual requesting Level 3 "Enter/Certify" security access rights to any of the Child Nutrition Program applications on the Michigan Education Information System (MEIS). Each organization may designate a maximum of two individuals and must submit a separate form for **each** individual to obtain Level 3 access. 8/2012