

Using the Educational Entity Master (EEM) with the Child Nutrition Coordinated Application

This guide will help sponsors of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Child and Adult Care Food Program (CACFP) understand how to use the Educational Entity Master (EEM) to add program sites to the new Coordinated Application in NexSys beginning in School Year 2022-2023.

CACFP Family Day Care Homes (FDCHs) are not included in the Coordinated Application, and FDCH providers do not need to be added to the EEM.

Table of Contents

Control + Click on the section title to go to that section

[How to Access the Educational Entity Master \(EEM\) as a Child Nutrition Program Sponsor](#)

[How to Navigate the Educational Entity Master \(EEM\)](#)

[How to Review your Site List in the EEM](#)

[How to Add an Existing Member Site to an Entity in the EEM](#)

[How to Use the Geographical \(Map\) Search Tool](#)

[How to Create a New Member Site in the EEM](#)

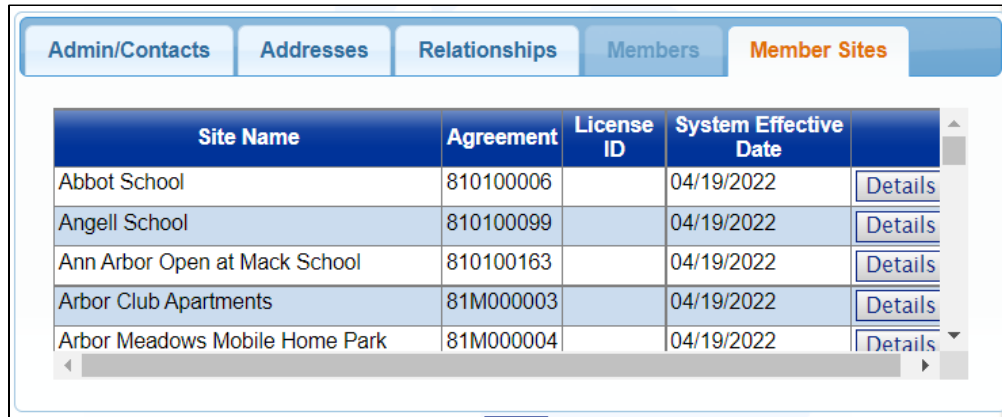
[How to Remove a Member Site in the EEM](#)

[Frequently Asked Questions](#)

[Glossary](#)

How to Access the Educational Entity Master (EEM) as a Child Nutrition Program Sponsor

Every child nutrition program sponsor has an information page in the EEM database. Each sponsor information page has a tab labeled “Member Sites,” where the program sites sponsored by that agency are listed. An example of the Member Sites Tab and site list is pictured below. **Sites must be added to this list in the EEM before they can be added to the Coordinated Application in NexSys.**



Site Name	Agreement	License ID	System Effective Date	
Abbot School	810100006		04/19/2022	Details
Angell School	810100099		04/19/2022	Details
Ann Arbor Open at Mack School	810100163		04/19/2022	Details
Arbor Club Apartments	81M000003		04/19/2022	Details
Arbor Meadows Mobile Home Park	81M000004		04/19/2022	Details

At least one person from each sponsoring agency must be authorized to edit the sponsor information page in EEM. This authorized person will be responsible for managing the site list on the Member Sites tab (pictured above). When the sponsor completes the Coordinated Application, only the sites that are included on the site list in the EEM will be available to be added as program sites. So, it is important to make sure that all participating sites are included on the site list in EEM.

The person (or people) who will be responsible for managing the sponsor’s site list in the EEM must be approved as an [EEM Authorized User](#). EEM Authorized User access is managed by the Center for Educational Performance and Information (CEPI). To request authorization from CEPI, please submit the security form linked here: [Security Forms \(michigan.gov\)](#).

You must have a [MI Login for Third Party](#) account before you can be approved as an EEM Authorized User. You can find out more about MI Login at the following link: [Creating a Milogin for third party account \(michigan.gov\)](#)

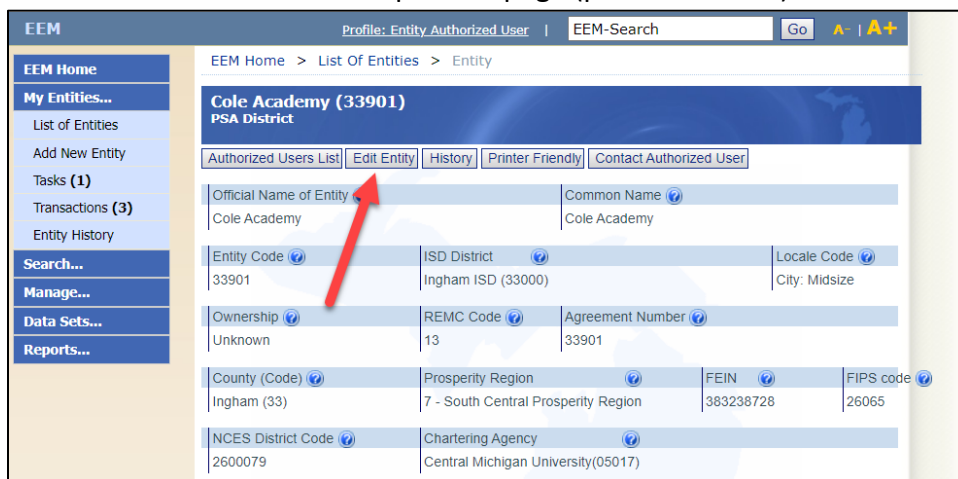
How to Navigate the Educational Entity Master (EEM)

Once you have access to the EEM as an [Authorized User](#), you will be able to view some new features:

1. In addition to the EEM Home, Search, Data Sets, and Reports menus on the left side of the page, you will also see the My Entities menu and the Manage menu.



- a. The Transactions page is where you can view the status of your requests to add, change, and remove sites to/from your sponsor page(s). See the [How to Add an Existing Member Site to an Entity in the EEM](#), [How to Create a New Member Site in the EEM](#), and [How to Remove a Member Site in the EEM](#) sections for more information on submitting site requests.
 - b. Please note that in the EEM, “entity” can refer to any sponsor or site. If you click on “List of Entities,” you will be taken to a page where you can review all of the sponsors and sites that you are authorized to edit as an EEM Authorized User.
2. On the information page of the sponsor for which you are authorized, the “Edit” button will now be available at the top of the page (pictured below).

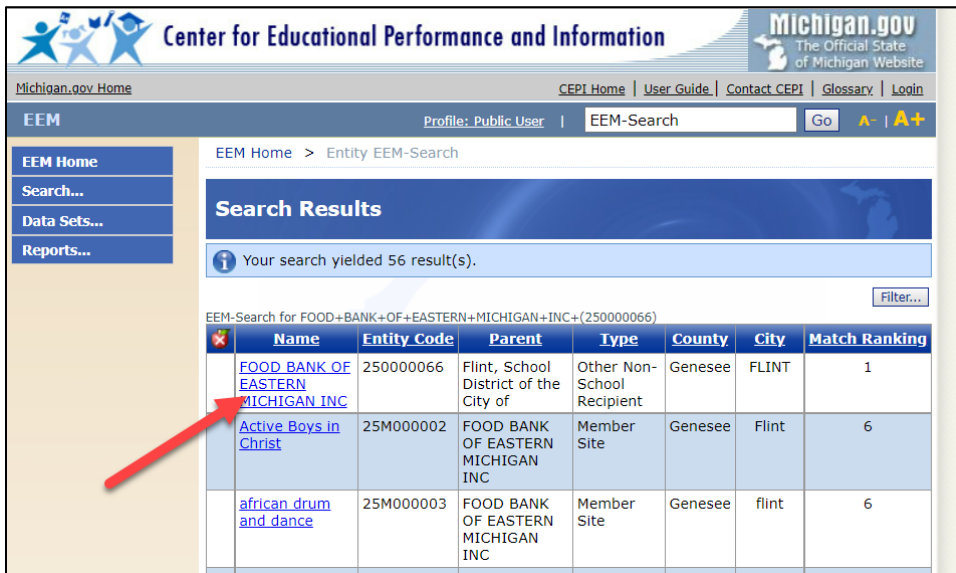


How to Review your Site List in the EEM

1. You can browse the EEM at the following link: [EEM | EEM Home \(state.mi.us\)](http://EEM | EEM Home (state.mi.us))
2. Type the name of the sponsor or its sponsor number (also known as district code or agreement number) into the search box at the top of the page.



3. Click on the sponsor that you are looking for in the search results.



- Scroll down to the bottom of the sponsor information page. Click on the Member Sites tab.

Center for Educational Performance and Information

Michigan.gov The Official State of Michigan Website

EEM Profile: Public User | EEM-Search Go A- | A+

EEM Home > Entity EEM-Search > Entity

FOOD BANK OF EASTERN MICHIGAN INC (250000066)
Other Non-School Recipient

Printer Friendly | Contact Authorized User

Required

Official Name of Entity
FOOD BANK OF EASTERN MICHIGAN INC

Entity Code: 250000066 | Agreement Number: 250000066

County (Code): Genesee (25) | FIPS code: 26049

NCES District Code

Email Address: kross@feedingamerica.org | Phone: (810) 396-0202 ext. | Fax: ext.

Grades Authorized (Summary) | Educational Settings Authorized (Summary)

Entity Open Date: 10/06/2008 | Status: Open-Active | Entity Close Date

Closed - Never Opened: False | Entity Retroactively Opened: False | Entity Retroactively Closed: False

Admin/Contacts | Addresses | Relationships | Members | **Member Sites**

Site Name	Agreement	License ID	System Effective Date	
Active Boys in Christ	25M000002		04/19/2022	Details
african drum and dance	25M000003		04/19/2022	Details
Aldridge Place Apartments	25M000005		04/19/2022	Details
Always Hope Ministries	25M000006		04/19/2022	Details
Asbury UMC	25M000007		04/19/2022	Details

Back

System Effective Date: 02/21/2018

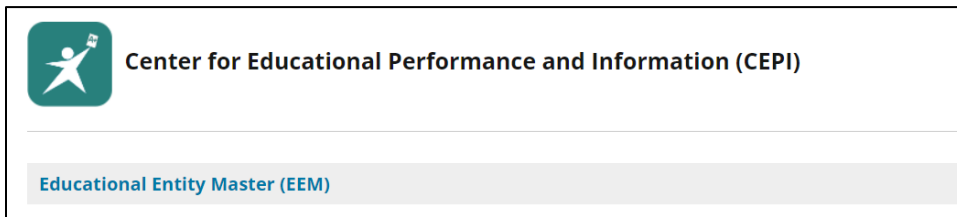
5. Scroll through the site list on the Member Sites tab to confirm that all participating sites are included. **Only the sites listed here will be available on the Coordinated Application in NexSys.**

Site Name	Agreement	License ID	System Effective Date	
Active Boys in Christ	25M000002		04/19/2022	Details
african drum and dance	25M000003		04/19/2022	Details
Aldridge Place Apartments	25M000005		04/19/2022	Details
Always Hope Ministries	25M000006		04/19/2022	Details
Asbury UMC	25M000007		04/19/2022	Details

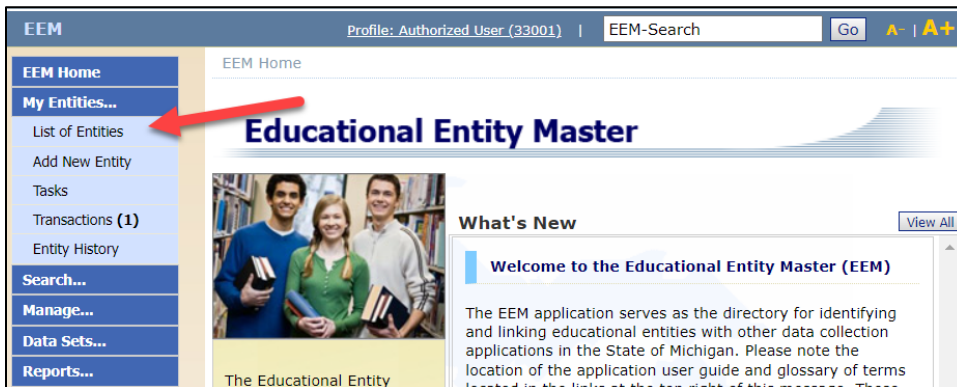
How to Add an Existing Member Site to an Entity in the EEM

If you have reviewed the site list on your sponsor information page in the EEM and found that there are sites missing, the [EEM Authorized User](#) can add sites to the Member Sites tab:

1. Log into the EEM through [MI Login for Third Party](#). Select the Educational Entity Master (EEM) link on your home page.



2. Click on the “My Entities...” drop-down menu, then click “List of Entities.”



3. Select the sponsor to which you would like to add a site.

The screenshot shows the 'My Entities' page in the EEM system. A red arrow points to the row for 'Flint, School District of the City of' in the table below.

Entity Name	Entity Code	Type	Status	Action
Eaton RESA Career Preparation Center	00231	ISD Unique Education Provider	Open-Active	Close
Eisenhower School	01098	LEA School	Open-Active	Close
Farm Experience Program	07957	LEA Unique Education Provider	Closed	
Flint, School District of the City of	25010	LEA District	Open-Active	Close
Freeman School	01320	LEA School	Open-Active	Close
Garfield School	01370	LEA School	Closed	
Gateway to College-Mott Community College	01795	LEA School	Open-Active	Close
Genesee Area Skill Center	05575	LEA Unique Education Provider	Closed	

Please keep in mind that only the following entity types can be sponsors and have sites added to the Member Sites tab: ISD District, LEA District, PSA District, State District, Other Non-School Recipient (ONSR), Non-Public School

The screenshot shows the 'My Entities' page with a red box highlighting the 'Type' column in the table below.

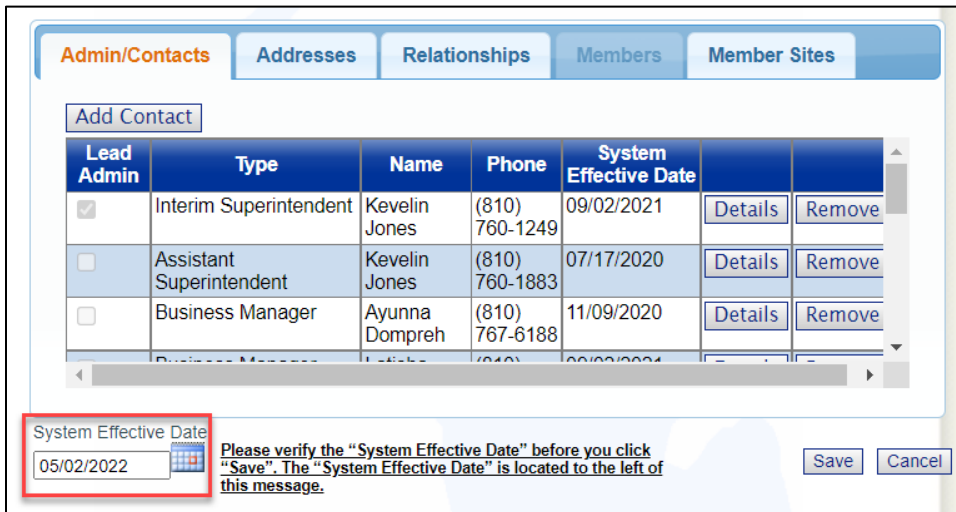
Entity Name	Entity Code	Type	Status	Action
Eaton RESA Career Preparation Center	00231	ISD Unique Education Provider	Open-Active	Close
Eisenhower School	01098	LEA School	Open-Active	Close
Farm Experience Program	07957	LEA Unique Education Provider	Closed	
Flint, School District of the City of	25010	LEA District	Open-Active	Close
Freeman School	01320	LEA School	Open-Active	Close
Garfield School	01370	LEA School	Closed	
Gateway to College-Mott Community College	01795	LEA School	Open-Active	Close
Genesee Area Skill Center	05575	LEA Unique Education Provider	Closed	
Great Start Readiness Program	09664	LEA Unique Education Provider	Closed	
Gundry School	01522	LEA School	Closed	

Items per page: 10 | Page 5 of 14 | Excel | Export

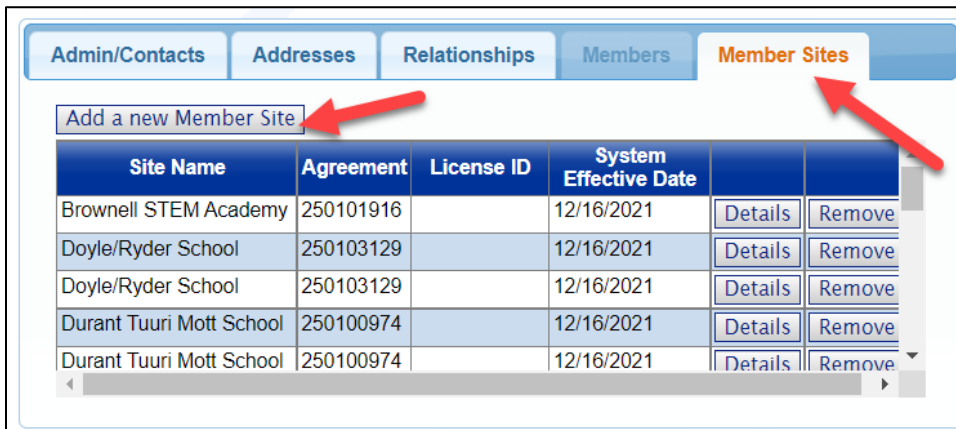
- Click “Edit [Entity](#)” at the top of the sponsor information page.



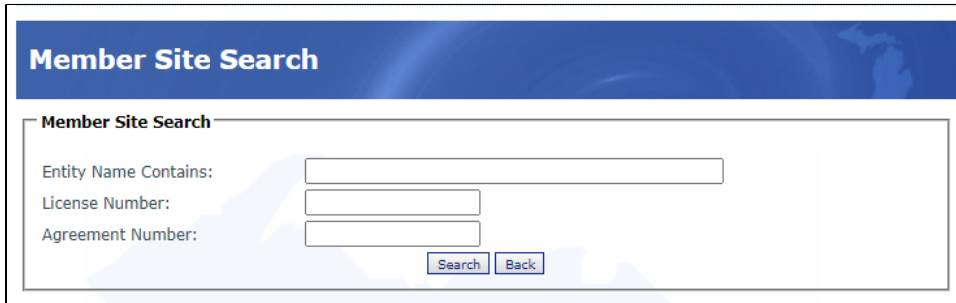
- Scroll down to the lower left corner of the page and enter the System Effective Date. The System Effective Date should be the date that you add the site or the date that the sponsor started running a program at that location, whichever is earlier.



- Select the “Member Sites” tab at the bottom of the page. Then, click “Add a new Member Site.”



7. Use the Member Site Search page to search for the site you would like to add to the sponsor. You can search by the name of the site, by the license number (if applicable), or by the agreement number (also known as the site number). *The search will also return results for partial matches. For example, if you enter "25" into the Agreement Number search box, then the search will return a list of all sites with a site number that includes "25."*



The screenshot shows a web form titled "Member Site Search". It has a blue header with the title. Below the header, there is a section titled "Member Site Search" with a horizontal line. Underneath, there are three input fields: "Entity Name Contains:", "License Number:", and "Agreement Number:". Each field has a corresponding text input box. At the bottom right of the form, there are two buttons: "Search" and "Back".

Most sites will be listed by the name of the building at which they are located, rather than the program site name. For example, if the sponsor runs a program at ABC GSRP which is located at ABC Elementary School, try searching for ABC Elementary School instead of searching for ABC GSRP.

8. Select the sites that you would like to add by clicking the checkbox on the left side of the results table. Then, scroll down to click “Add Selected Member Site.”

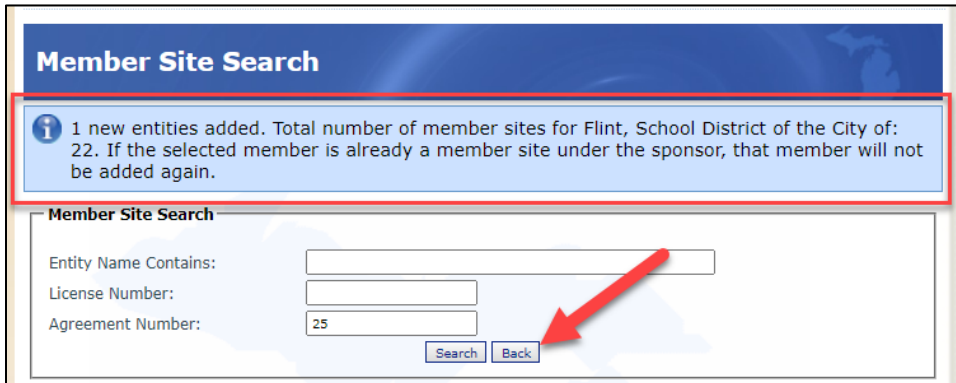
	Name	AgreementNumber	LicenseNumber	Address	City	Zip
<input type="checkbox"/>	A.C. Edgerton Elementary School	251500002		11218 NORTH LINDEN RD	CLIO	48420:8585
<input checked="" type="checkbox"/>	Academy West Alternative Education	252101915		3400 N Jennings Rd	Flint	48504:1757
<input type="checkbox"/>	Accelerated Learning Academy	250105950		1602 S AVERILL AVE	FLINT	48503:4438
<input type="checkbox"/>	ACTech High School	810201925		2095 Packard Road	Ypsilanti	48197:1833
<input type="checkbox"/>	Airport Middle College	580202547		11330 Grafton Rd	Carleton	48117:9392
<input type="checkbox"/>	Allegan County Area Technical and Education Center	030007254		2891 116TH AVE	ALLEGAN	49010:9004
<input type="checkbox"/>	Anderson Elementary School	250308375		5290 LEROY ST	GRAND BLANC	48439:4244
<input type="checkbox"/>	Andrew G. Schmidt Middle School	251001219		3255 DONALDSON DR	FENTON	48430:1795
<input type="checkbox"/>	Argentine Elementary School	252500118		8483 SILVER LAKE RD	LINDEN	48451:9777
<input type="checkbox"/>	Armstrong Middle School	251106282		6161 HOPKINS RD # G	FLINT	48506:1657

Items per page: 10 < Page 1 of 40 >

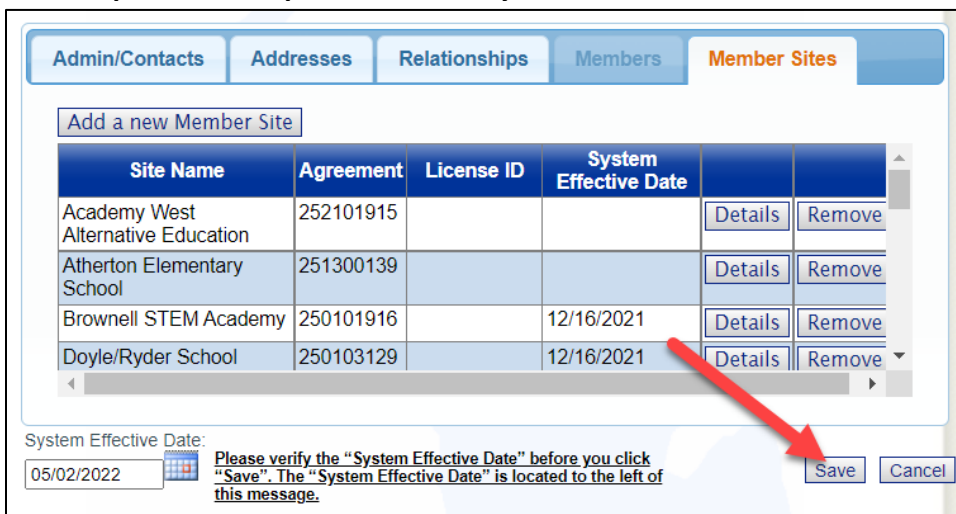
Please note: You may select more than one site to add at a time, but you must add the selected sites before navigating to the next page of the search results. If you go to the second page of results before adding the sites that you selected on the first page, they will not be added.

If you do not find the site you are looking for in the Member Site Search results, please skip ahead to the [How to Use the Geographical \(Map\) Search Tool](#) section.

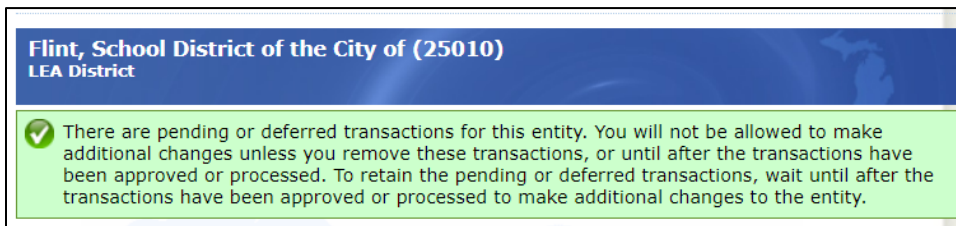
- After you have added the selected site(s), a message will appear to confirm that they have been added to the sponsor. You can continue searching, selecting, and adding sites. Once you have added all the sites you need, select “Back.”



- You will be taken back to the sponsor information page. Scroll down to the bottom of the page and click the “Save” button in the lower right corner of the screen. **If you do not complete this step, the sites that you added will not be saved.**



- Once you have saved, your request to add sites to the sponsor will be sent to MDE's [Member Site Administrators](#) for approval. **You will not be able to edit the sponsor information page again until your request is approved or denied, so please make all changes in one session before you click save. The recently added sites will not be available in the Coordinated Application in NexSys until the day after the Member Site Admins approve your request. Once your request is approved, you will receive an email notifying you.** You can track the status of your request on the [Transactions page](#).

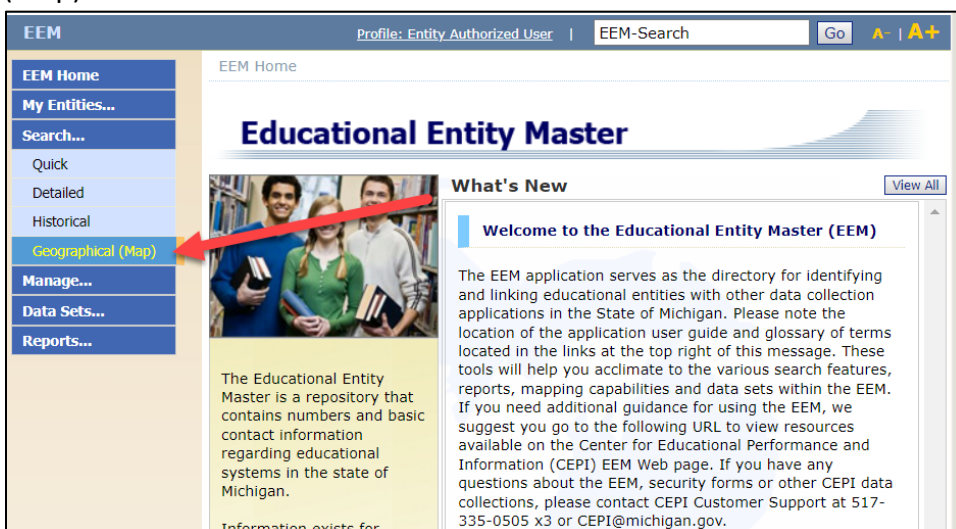


If you have questions about the approval process, please contact the Member Site Administrators at the following email address: mde-eem-administrator@michigan.gov

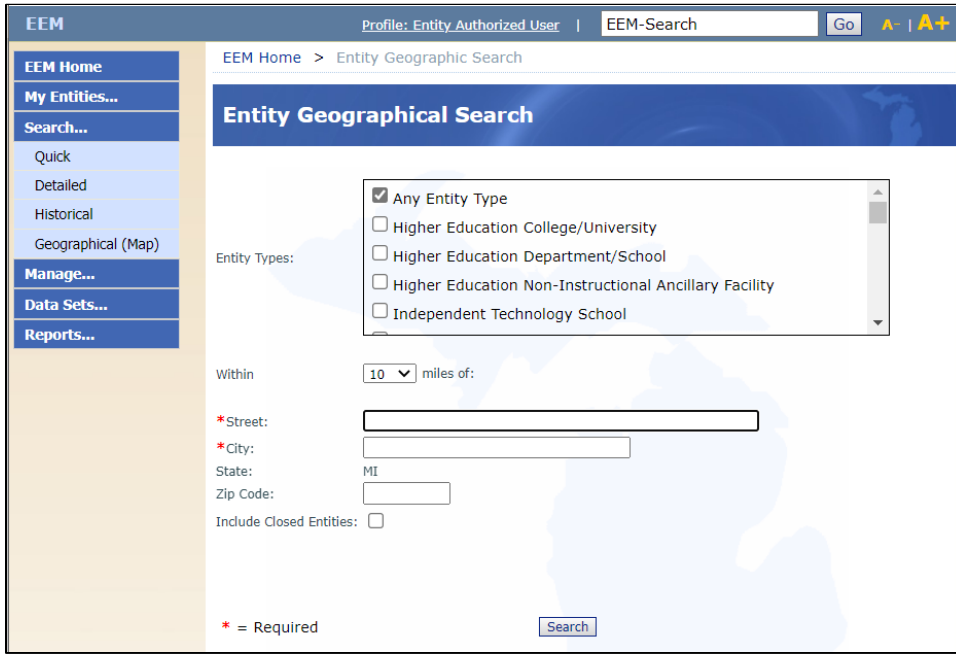
[How to Use the Geographical \(Map\) Search Tool](#)

If you cannot find the site you are looking for on the [Member Site Search page](#), it is important to confirm that the site does not exist in the EEM. The Member Site Administrators will not approve your request to create a new site if a site already exists at that location. To check that there is not already a site with the same address as yours, use the Geographical (Map) Search tool.

- Open the Search menu on the left side of the EEM webpage and click on “Geographical (Map).”



2. Fill in the address of the site you would like to add, then click “Search.” Please do **not** click the checkbox to include closed entities. Also, please do not include a period after an abbreviated street address, as this will cause an error. For example, instead of entering “123 Main St.” you should enter “123 Main St” or “123 Main Street” to avoid the error.



The screenshot shows the EEM (Entity Management) interface for an Entity Authorized User. The page title is "Entity Geographical Search". On the left is a navigation menu with options: EEM Home, My Entities..., Search..., Quick, Detailed, Historical, Geographical (Map), Manage..., Data Sets..., and Reports... The main content area has a search form with the following fields and options:

- Entity Types:** A dropdown menu with the following options:
 - Any Entity Type
 - Higher Education College/University
 - Higher Education Department/School
 - Higher Education Non-Instructional Ancillary Facility
 - Independent Technology School
- Within:** A dropdown menu set to "10" miles of:
- *Street:** A text input field.
- *City:** A text input field.
- State:** A dropdown menu set to "MI".
- Zip Code:** A text input field.
- Include Closed Entities:** An unchecked checkbox.

At the bottom left, there is a legend: "* = Required". At the bottom right, there is a "Search" button.

3. The search results will be listed on the Entity Geographical Search page. If the top results are within 0.5 mi of the address you searched **AND** if the [entity](#) type is a building-level entity type (see options below), then you should click on the result and proceed to the next step. If the results are further than 0.5 mi and/or not a building-level entity type, then you should skip ahead to the [How to Create a New Member Site in the EEM](#) section.

Entity Geographical Search

All entities within 10 miles of 608 w allegan st lansing Zip Code 48933
Your search yielded 260 result(s).

Matched entities:

	Entity Name	Entity Type	Code	Distance (miles)
✕	River Rouge High School	Member Site	32M000005	0.00
	Diocese of Lansing	Other Non-School Recipient	990005675	0.24
	Michigan Dept of Community Health (Public Health)	Other Non-School Recipient	330001019	0.24
	Lansing Public School District	LEA District	33020	0.24
	Michigan Department of Community Health	State District	34040	0.29
	Thomas M. Cooley Law School	Higher Education College/University	00782	0.36

Building-level entity types include:

- | | |
|---|--|
| <ol style="list-style-type: none"> a. State School b. State Unique Education Provider c. ISD School d. ISD Unique Education Provider e. LEA School | <ol style="list-style-type: none"> f. LEA Unique Education Provider g. PSA School h. PSA Unique Education Provider i. Nonpublic School j. Member Site |
|---|--|

4. After you click on the matching search result, you will arrive on the information page for that site. Scroll to the bottom of the information page and click on the Addresses tab.

EEM Home > Entity Geographic Search > Entity

River Rouge High School (82M000005)
Member Site

Printer Friendly

Official Name of Entity ⓘ
River Rouge High School

Agreement Number ⓘ County (Code) ⓘ
82M000005 Wayne (82)

License Number ⓘ License Capacity ⓘ
DC820399143 75

Status ⓘ Entity Open Date ⓘ Entity Close Date ⓘ
Open-Active 04/22/2022

Admin/Contacts **Addresses** Relationships Members Member Sites

5. Compare the site's address to the address of the site you would like to add.

Admin/Contacts **Addresses** Relationships Members Member Sites

Type	Street	City	State	Zip	System Effective Date	
Physical	1460 West Coolidge Hwy	River Rouge	MI	48218	04/22/2022	Details

- a. If the address of the site from the geographical search results is the same as the address of the site you would like to add, then you should write down the name and agreement number or take a screenshot of the search result and return to the [How to Add an Existing Member Site to an Entity in the EEM](#) section. You will follow the steps to add this site to your sponsor.

River Rouge High School (82M000005)
Member Site

Printer Friendly

Official Name of Entity ⓘ
River Rouge High School

Agreement Number ⓘ County (Code) ⓘ
82M000005 Wayne (82)

- b. If the address of the site from the geographical search result is not the same as the address of the site you would like to add, then you should proceed to the [How to Create a New Member Site in the EEM](#) section.

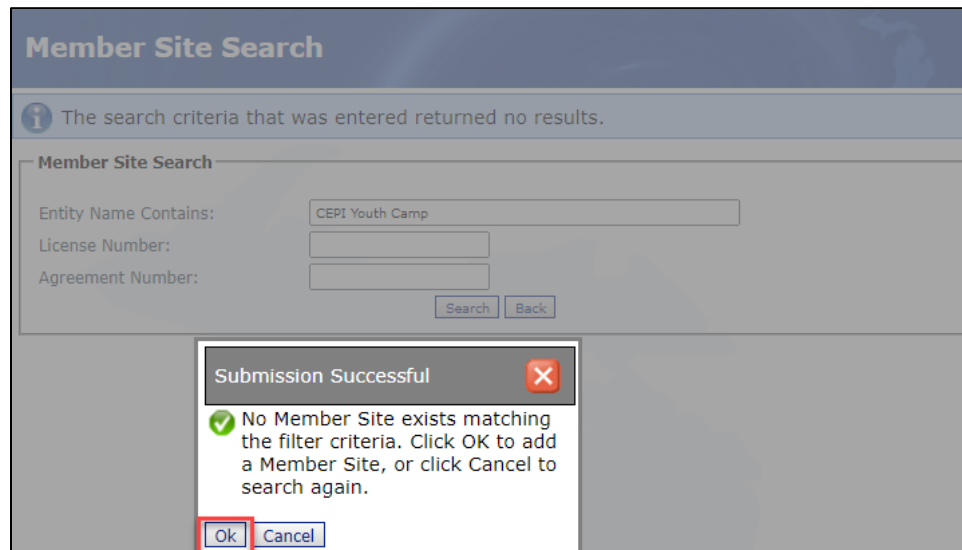
How to Create a New Member Site in the EEM

If you need to add a site that is:

- a) Not located at an established educational [entity](#) such as an LEA School or a PSA School;
- b) Not found in the [Member Site Search results](#); AND
- c) Not found in the [Geographical Search results](#)...

Then you should create a new Member Site entity.

1. Follow steps 1-7 from the [How to Add an Existing Member Site to an Entity in the EEM](#) section.
 - a. If you have searched for an existing member site and returned no results, then you can click “Ok” on the message that appears to go to the page where you will create a new member site.



- b. If you have already confirmed that the site is not included in the search results and does not exist in the EEM, then you can click on the “Add New Member Site” button at the bottom of the Member Site Search page to go to the page where you will create a new member site.

<input type="checkbox"/>	Andrews Elementary School	750800336		200 S DOUGLAS AVE	THREE RIVERS	49093:2155
<input type="checkbox"/>	Ann Arbor Children's House	810103330		2309 PACKARD ST	ANN ARBOR	48104:6321
<input type="checkbox"/>	Antioch's Learning Center	82M000033	820382986	18045 McDougall	Detroit	48234

Items per page: 10 Page 1 of 44

Clear Selected Add Selected Member Site Add New Member Site

2. On the Add New Member Site page, type in all the information for the new site.

EEM Home > Entity EEM-Search > Entity

Add New Member Site

[Printer Friendly](#)

* = Required

*Official Name of Entity

Agreement Number *County (Code)

License Number License Capacity

Status Entity Open Date Entity Close Date

- Required fields: Official Name of Entity, County (Code), and Entity Open Date, License Number (if applicable), and License Capacity (if applicable).
- The agreement number will automatically be generated once the [Member Site Administrator](#) approves your request to create a new site.
- Please remember that site locations may be shared with other sponsors. If your program site is located at a shared facility such as a community center, park, or library, please name the site something that can be recognized by the other sponsors that may also run a program at the same location. For example, if you are creating a site for a childcare program that is offered at a community center, you should use the name of the community center as the Official Name of Entity, rather than the name of the child care program.

- The Address is also a required field. To add an address, select the Addresses tab and then click "Add Address."

EEM Home > Entity EEM-Search > Entity

Add New Member Site

[Printer Friendly](#)

***= Required**

*Official Name of Entity

Agreement Number *County (Code)

License Number License Capacity

Status Entity Open Date Entity Close Date

[Admin/Contacts](#) **[Addresses](#)** [Relationships](#) [Members](#) [Member Sites](#)

[Add Address](#)

- In the Address Type drop-down menu, select Physical.

EEM Home > Entity EEM-Search > Entity > Entity Address

Entity Address Details (33901)

***= Required**

*Type:

*Address:

Address Line 2:

*City: *State: *Zip: -

*System Effective Date: 05/02/2022

Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.

5. Enter the Street Address, City, and Zip Code. Then Click Validate. A physical address cannot contain a P.O. Box number.

If the physical address is not accepted by validation, you can find a valid address by using the USPS Zip Code Lookup Tool, found at the following link: [ZIP Code™ Lookup | USPS](#)

- a. Select “Find by Address”

b. Enter the address information, and then click “Find”

ZIP Code™ by Address

Enter a street address along with city and state OR enter a street address and ZIP Code™. ⓘ

*Indicate a required field

Company

Street Address
123 Main Street

City
City

ZIP Code™
Enter ZIP Code™

Apt/Suite/Other

State
Select

Find

c. Choose the correct address from the search results. Highlight and right-click to copy it.

ZIP Code™ by Address

You entered:
ALLEGAN ST
LANSING MI
48933

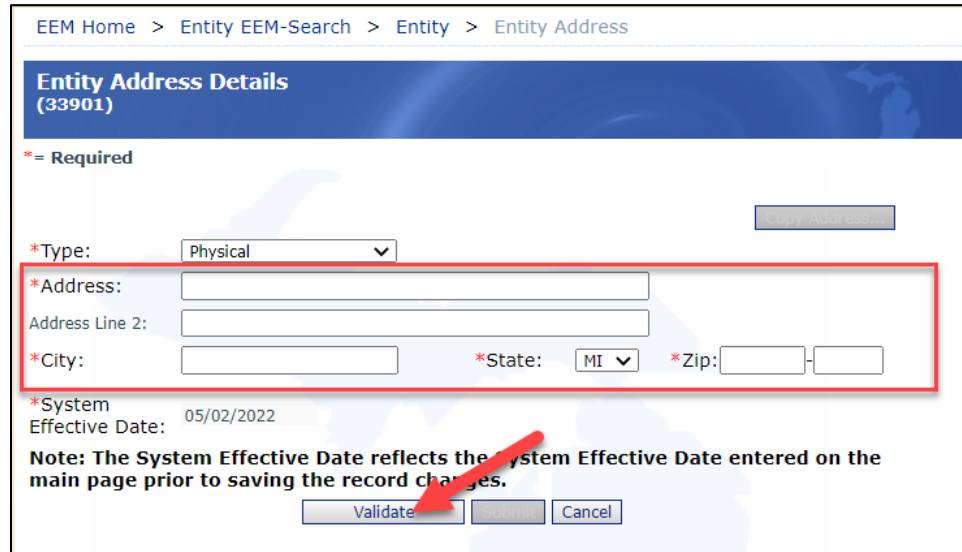
If more than one address matches the information provided, try narrowing your search by entering a street address and, if applicable, a unit number. **Edit and search again.**

Results per page: 10

(ODD Range 101 - 105) W ALLEGAN ST LANSING MI 48933-1702	Copy	Ctrl+C
	Copy link to highlight	
	Search the web for "106 W ALLEGAN ST STE 200 LANSING..."	
	Search in sidebar for "106 W ALLEGAN ST STE 200 LANSING..."	Ctrl+Shift+E
	Define "106 W ALLEGAN ST STE 200 LANSING..."	
	Print	Ctrl+P
	Read aloud selection	
	Open selection in Immersive Reader	
	Translate selection to English	
	Add to Collections	>
	Share	
	Web select	Ctrl+Shift+X
	Web capture	Ctrl+Shift+S
	Get image descriptions from Microsoft	>
	Inspect	

106 W ALLEGAN ST STE 200 LANSING MI 48933-1720

- d. Paste the new address into the EEM Address validation tool and repeat [step 5](#).



6. Once you have validated the address, click “Submit” and you will return to the Add New Member Site page.

7. The Relationships tab is an optional field that shows the LEA district in which the site is located. If you are not interested in adding a relationship, skip to [step 8](#).
 - a. To add a relationship, select the Relationships tab and the click “Add Relationship.”

EEM Home > Entity EEM-Search > Entity

Add New Member Site

[Printer Friendly](#)

*= Required

*Official Name of Entity

Agreement Number *County (Code)

License Number License Capacity

Status Entity Open Date Entity Close Date

[Admin/Contacts](#) [Addresses](#) [Relationships](#) [Members](#) [Member Sites](#)

[Add Relationship](#)

- b. Select “Geographically located within (LEA District)” as the type of relationship in the drop-down menu.

EEM Home > Entity EEM-Search > Entity > Entity Relationships

Entity Relationship Maintain (33901)

Relationship:

Value:

System Effective Date: 05/02/2022

- c. In the “Value” drop-down menu, select the LEA District in which the site is located.

EEM Home > Entity EEM-Search > Entity > Entity Relationships

Entity Relationship Maintain (33901)

Relationship: Geographically located within (LEA District) ▼

Value: Please Select A Value ▼

System Effective Date:

- Please Select A Value
- Adams Township School District (31020)
- Addison Community Schools (46020)
- Adrian Public Schools (46010)
- Airport Community Schools (58020)**
- Akron-Fairgrove Schools (79010)
- Alanson Public Schools (24030)
- Alba Public Schools (05010)
- Alcona Community Schools (01010)
- Algonac Community School District (74030)
- Allegan Public Schools (03030)
- Allen Park Public Schools (82020)
- Allendale Public Schools (70040)
- Alma Public Schools (29010)
- Almont Community Schools (44020)
- Alpena Public Schools (04010)
- Anchor Bay School District (50040)
- Ann Arbor Public Schools (81010)
- Armada Area Schools (50050)
- Arvon Township School District (07010)

- d. Click “Submit,” then the page will refresh. After you have submitted, click “Cancel” to return to the Add New Member Site page.

EEM Home > Entity EEM-Search > Entity > Entity Relationships

Entity Relationship Maintain (33901)

Relationship: Geographically located within (LEA District) ▼

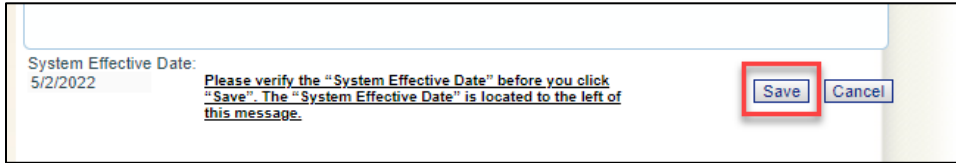
Value: Adams Township School District (31020) ▼

System Effective Date: 05/02

1 → Submit

2 → Cancel

- Once all the required fields on the Add New Member Site page have been completed, click “Save” at the bottom of the page.



After the request to create a new Member Site has been submitted, the [Member Site Administrators](#) will review the request. **The recently added sites will not be available in the Coordinated Application in NexSys until the day after the Member Site Admins approve your request. Once your request is approved, you will receive an email notifying you.** You can track the status of your request on the [Transactions page](#).

Please note that the Member Site Admins will **not** approve your new site if another site already exists in the EEM and is located at the same address. Follow the steps in the [How to Use the Geographical \(Map\) Search Tool](#) section to confirm that no other sites are located at the same address.

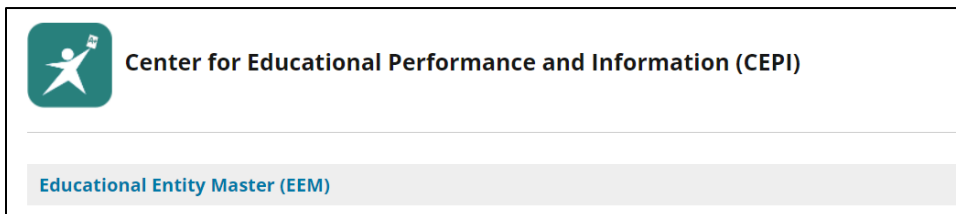
If you have questions about the approval process, please contact the Member Site Administrators at the following email address: mde-eem-administrator@michigan.gov

[How to Remove a Member Site in the EEM](#)

When a site temporarily stops serving meals, that site should remain in the site listing in the [Member Sites tab](#) on the sponsor information page in the EEM. In this case, the sponsor must mark the site as “Inactive” in the Coordinated Application in NexSys.

Only when a sponsor permanently stops serving meals at a site, then that site should be removed from the EEM sponsor information page. The [EEM Authorized User](#) must complete this removal process.

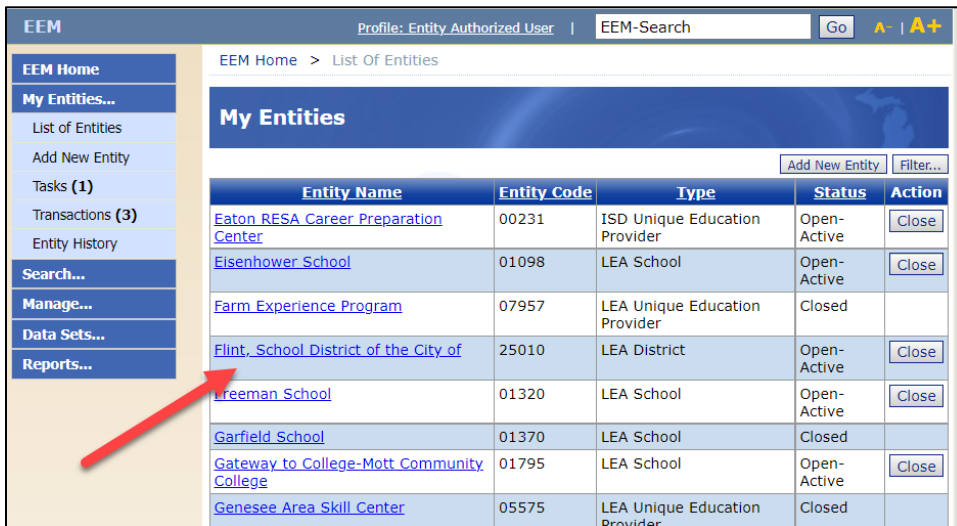
- Log into the EEM through [MI Login for Third Party](#). Select the Educational Entity Master (EEM) link on your home page.



- Click on the “My Entities...” drop-down menu, then click “List of Entities.”



- Select the sponsor from which you would like to remove a site.



- Click “Edit Entity” at the top of the sponsor information page.



- Scroll down to the lower left corner of the page and enter the System Effective Date. The System Effective Date should be the date that you remove the site or the date that the sponsor permanently stopped running a program at that location, whichever is earlier

The screenshot shows the 'Admin/Contacts' tab selected. Below the tabs is an 'Add Contact' button and a table of contacts. At the bottom, there is a 'System Effective Date' input field with the date '05/02/2022' and a 'Please verify the "System Effective Date" before you click "Save". The "System Effective Date" is located to the left of this message.' warning. 'Save' and 'Cancel' buttons are also visible.

Lead Admin	Type	Name	Phone	System Effective Date		
<input checked="" type="checkbox"/>	Interim Superintendent	Kevelin Jones	(810) 760-1249	09/02/2021	Details	Remove
<input type="checkbox"/>	Assistant Superintendent	Kevelin Jones	(810) 760-1883	07/17/2020	Details	Remove
<input type="checkbox"/>	Business Manager	Ayunna Dompreeh	(810) 767-6188	11/09/2020	Details	Remove

- Click the Member Sites tab and find the site you would like to remove. Click the "Remove" button next to it. You can remove multiple sites by clicking the "Remove" button for each one.

The screenshot shows the 'Member Sites' tab selected. Below the tabs is an 'Add a new Member Site' button and a table of member sites. Red arrows point to the 'Remove' buttons for the first two rows of the table.

Site Name	Agreement	License ID	System Effective Date		
Brownell STEM Academy	250101916		12/16/2021	Details	Remove
Doyle/Ryder School	250103129		12/16/2021	Details	Remove
Doyle/Ryder School	250103129		12/16/2021	Details	Remove
Durant Tuuri Mott School	250100974		12/16/2021	Details	Remove
Durant Tuuri Mott School	250100974		12/16/2021	Details	Remove

7. Once all sites have been removed, click the “Save” button at the bottom of the page.

Site Name	Agreement	License ID	System Effective Date		
Academy West Alternative Education	252101915			Details	Remove
Atherton Elementary School	251300139			Details	Remove
Brownell STEM Academy	250101916		12/16/2021	Details	Remove
Doyle/Ryder School	250103129		12/16/2021	Details	Remove

System Effective Date:
 Please verify the “System Effective Date” before you click “Save”. The “System Effective Date” is located to the left of this message.

8. After the request to remove site(s) has been submitted, the [Member Site Administrators](#) will review the request. You will not be able to edit the sponsor information page again until your request is approved or denied, so please make all changes in one session before you click save. **Once your request is approved, you will receive an email notifying you.** You can track the status of your request on the [Transactions page](#).

Flint, School District of the City of (25010)
LEA District

There are pending or deferred transactions for this entity. You will not be allowed to make additional changes unless you remove these transactions, or until after the transactions have been approved or processed. To retain the pending or deferred transactions, wait until after the transactions have been approved or processed to make additional changes to the entity.

If you have questions about the approval process, please contact the Member Site Administrators at the following email address: mde-eem-administrator@michigan.gov

Frequently Asked Questions

What is the Educational Entity Master (EEM)?

The EEM is a database of information about all buildings in the educational system of the State of Michigan. You can access the EEM as a public user at the following link: [EEM | EEM Home \(state.mi.us\)](#)

Why do I have to use the EEM with the Coordinated Application?

Before the 2022-2023 school year, sponsors applied to participate in each Child Nutrition Program by submitting separate applications in MEGS+. MDE has created the Coordinated Application so that only one application is needed, even if a sponsor is participating in multiple programs. The EEM provides a central database of sponsor and site information where we can store the agreement numbers, addresses, etc. that are used across programs. The Coordinated Application would not be possible without using the EEM as this central database.

Who can I contact if I have questions or need assistance with maintaining the sponsor site list in EEM?

Please send an email to the [Member Site Administrator](#) at MDE: mde-eem-administrator@michigan.gov

My request to add, create, or remove a site was denied. What do I do now?

If your request is denied, the [EEM Authorized User](#) who submitted the changes will receive an email from the [Member Site Administrator](#) indicating why the request was denied. If necessary, follow the instructions provided in the email to resubmit the request. Otherwise, no further action is required.

Please note that the Member Site Admins will **not** approve your new site if another site already exists in the EEM and is located at the same address. Follow the steps in the [How to Use the Geographical \(Map\) Search Tool](#) section to confirm that no other sites are located at the same address.

If you have any questions about adding, creating, or removing a site, please send an email message to mde-eem-administrator@michigan.gov. Please include your name, the name of the sponsor to which you want to add/remove sites in the EEM, your telephone number (including the area code and extension), your email address, and your specific questions.

My request to add, create, or remove a site was approved. Do I need to do anything else?

If your request is approved, the change will go into effect on the system effective date that you submitted. You should visit the sponsor information page and click on the Member Sites tab to verify that all changes were processed correctly.

If you have any questions about adding, creating, or removing a site, please send an email message to mde-eem-administrator@michigan.gov. Please include your name, the name of the sponsor to which you want to add/remove sites in the EEM, your telephone number (including the area code and extension), your email address, and your specific questions.

Glossary

EEM Authorized User or Entity Authorized User (EAU): an EEM user that has permission to edit assigned entities. These editing permissions include submitting requests to add and remove sites to/from the Member Sites tab on a sponsor's information page, as well as submitting a request for a new member site to be created. The [Member Site Admin](#) manages all Member Site requests created by EAUs.

Entity: The term used by the EEM to refer to any sponsor or site that has information stored in the EEM.

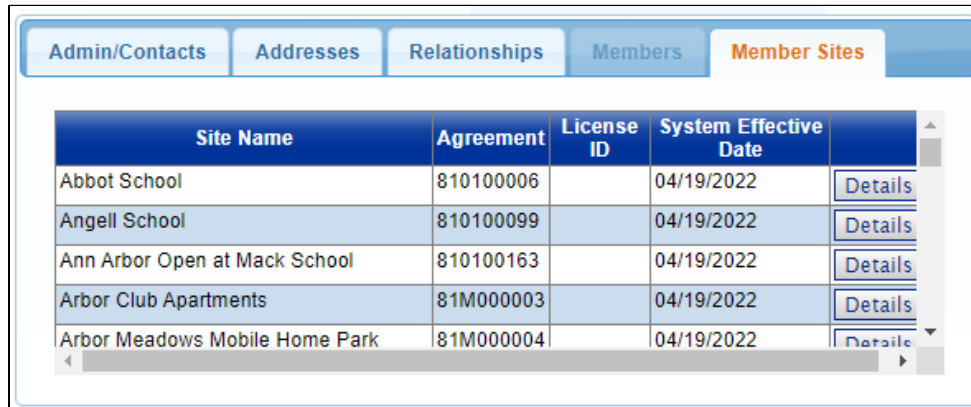
Member Site (MS): a new entity type that allows us to add non-school sites to EEM and track data across programs for those sites. Unlike other entities, Member Sites have limited information stored in EEM. Member sites do not belong to a single sponsor and can be utilized by multiple sponsors.

Member Site Administrator: The person or people at MDE who are responsible for reviewing and approving requests from [EAUs](#) at sponsoring agencies to make changes to the site list on the MS Tab of a sponsor information page in the EEM.

- Contact: mde-eem-administrator@michigan.gov

Member Site Agreement Number: the county code, followed by M, followed by whatever 6 digits are available, sequentially (starting with 000001), to create a unique agreement number. For example, the first Member Site in Ingham County would be 33M000001.

Member Sites Tab: The tab on a sponsor information page in the EEM that lists the sites associated with that sponsor. Sites must be added to the sponsor’s Member Sites Tab in the EEM before they can be added as a site on the Coordinated Application in NexSys.



Site Name	Agreement	License ID	System Effective Date	
Abbot School	810100006		04/19/2022	Details
Angell School	810100099		04/19/2022	Details
Ann Arbor Open at Mack School	810100163		04/19/2022	Details
Arbor Club Apartments	81M000003		04/19/2022	Details
Arbor Meadows Mobile Home Park	81M000004		04/19/2022	Details

Sponsor or Sponsoring Agency: Any organization that participates in a child nutrition program, and manages sites where meals are served.