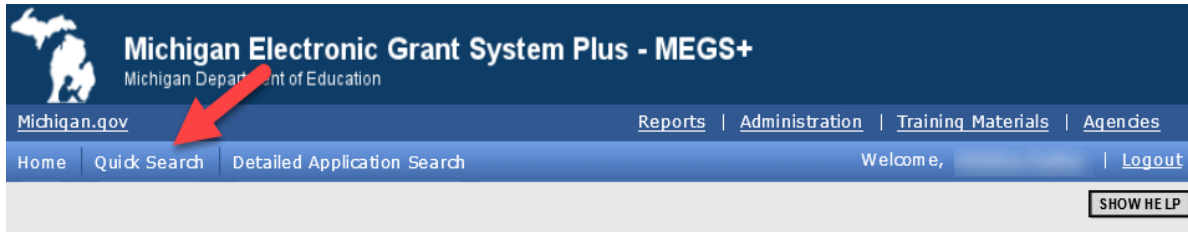


MEGS+: UPDATING SPONSOR PAGE WITH NEW FOOD SERVICE DIRECTOR AND UPLOADING DOCUMENTATION

1. Log into [MEGS+](#).
2. Use **Quick Search** at the top of the page to find the program application you are wanting to add the person to. **Note:** The new person will need to be added to each specific program application they need access to.



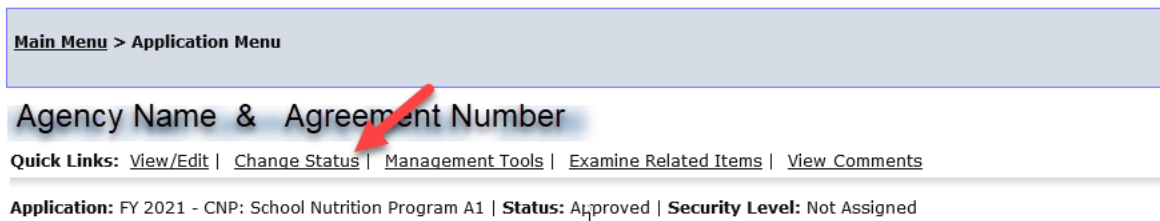
3. Click on the Agency Name of the specific application, that the business contact information needs to be updated on. **NOTE:** This information will need to be updated on EVERY program application (SNP, SFSP, CACFP, etc.).

Export Results to Sort by:

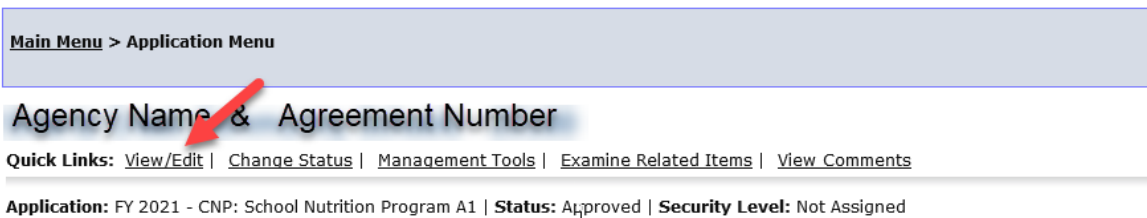
Agency	Recipient Code/Agreement Number	Application/Task	Fiscal Year	Current Status	Description	Application/Task Number
Agency Name	Agreement Number	CNP: School Nutrition Program	2021	Approved		SNP-2021-Swartz Creek Community Schools-25180

1

4. Click on Change Status and then click on Amend Application.

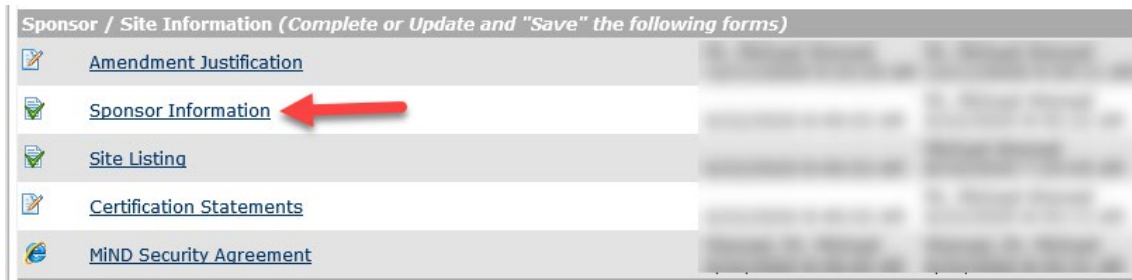


5. Click on View Edit.



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6. Scroll down to the Sponsor/Site Information and click on Sponsor Information.



7. Update questions 8a – 8e.

The Business Contact and Food Service Director must be different.

*7. a. Business Contact:

*b. Title:

*c. Telephone Number: Ext.

*d. Fax Number:

*e. E-mail Address:

8. Food Service Director:

*a. Name:

*b. Telephone Number: Ext.

*c. E-mail Address:

*d. Was the food service director for this SFA hired on or after July 1, 2019? Yes No

e. Date of Hire:

8. Click on Save at the top of the page.



9. If question #8d is NO, skip to question #12. If not, continue to question #8.

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10. Go back up and click on View/Edit.

Main Menu > Application Menu

Agency Name & Agreement Number

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

Application: FY 2021 - CNP: School Nutrition Program A1 | Status: Approved | Security Level: Not Assigned

11. Scroll down and click on Food Service Director Hiring Standards.

Program Forms

	Prototype Document Certification	01/21/2021(1)
	Meal Counting and Claiming	01/21/2021(1)
	Request for USDA Foods Delivery	01/21/2021(1)
	Meal Prices	01/21/2021(1)
	Food Service Director Hiring Standards	01/21/2021(1)

12. Answer all the questions on the questionnaire and check the box after question #5, certifying that the data is correct.

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

13. You MUST submit hiring documentation for the new food service director. Click on the Food Service Director Hiring Documentation link after question #5.

5. Upload all documentation (diploma, transcripts, and resume) that supports indicated education level and years of relevant school nutrition programs experience on the View/Edit page under Attachments. If diploma does not indicate area of study, then transcripts must be uploaded. For example, if Associate's degree states "General Studies," then transcripts must be uploaded in order for MDE to determine if area of study meets USDA hiring standards.

[Food Service Director Hiring Documentation](#)

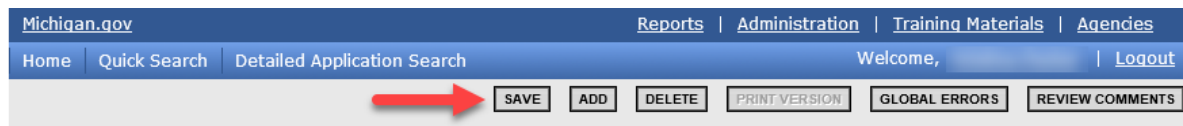
* I certify that the above data is complete and correct.

14. Follow the instructions on this page to upload documentation. The following documents must be uploaded for the new food service director:

- Copy of diploma (HS, Associate degree, Bachelor's degree) indicating major area of study.
- If diploma does not clearly indicate area of study, then transcripts must be uploaded instead.
- Copy of resume or other documentation that shows work experience.
- *Optional Documents: Proof of food safety training.

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15. Go to the top of page and click Save.



16. Click on Change Status and resubmit the application.

