

**Michigan Department of Education
Office of Health and Nutrition Services
Child and Adult Care Food Program
How to Apply Checklist**

Refer to the *How to Apply* document for specific instructions on each step

STEP 1 - Complete and submit Prequalification Survey and Supporting Documentation.

- Complete the Prequalification Survey (under the How to Apply button)
- Submit via email to: [MDE- CACFP@michigan.gov](mailto:MDE-CACFP@michigan.gov)
- For questions, email MDE-CACFP@michigan.gov or call 517.241.5353
- Wait for MDE to review documents and either return for additional revisions or send approval to continue to Step 2.

STEP 2 - Register with SIGMA

If your institution is already registered with SIGMA go to STEP 3.

- www.michigan.gov/sigmavss
- For questions, call 888.734.9749 or email SIGMA-Vendor@michigan.gov

STEP 3 - Obtain a Unique Entity Identify (UEI) Number

If your organization does not have a UEI number or you need to verify whether you have a UEI number:

- Log into Sam.gov account: <https://sam.gov/content/home>
- For questions, call 866.606.8220
- Once you have obtained your EUI number, it must be entered in your agency's profile in the Education Entity Master (EEM), after you obtain security rights to EEM

STEP 4 - Create Agency Profile in the Education Entity Master (EEM)

If your organization already has an entity code/agreement number, go to STEP 5.

- Go <https://cepi.state.mi.us/eem/othernsr.aspx> to submit a Non-school recipient form to add an entity to the EEM.
- An email will be sent when your request has been received and your agreement number/entity code has been generated.
- For questions, contact CEPI at 517.335.0505 option 3 or email at cepi@michigan.gov.

STEP 5 - Create a Michigan Education Information System (MEIS) Account

If you already have a MEIS account number go to STEP 6.

- <https://mdoe.state.mi.us/meis/login.aspx>
- Print or write down the MEIS username and password

STEP 6 – Create a MiLogin for Third Party Account

If you already have a MiLogin account go to step 7.

- <https://milogintp.michigan.gov/>
- Print or write down the MiLogin username and password

STEP 7 – Link MEIS Account to MiLogin for Third Party Account

- <https://milogintp.michigan.gov/>
- Request access to Michigan Education Information System (MEIS) Link
- Logout of MiLogin and log back in to see the MEIS link on MiLogin Homepage
- Click Link to log in and link MEIS account to MiLogin for Third Party
- For questions, contact DTMB Client Service Center at 877.932.6424

STEP 8 – Request NexSys Access

- <https://milogintp.michigan.gov/>
- Request Access to NexSys-Next Generation Grant, Application, and Cash management system
- For questions, contact MDE-NexSys-Applications@Michigan.gov

STEP 9 - Complete On-Line Training Modules

- www.michigan.gov/cacfp >>Training>>Brighton Training Website
- Complete:
 - CACFP New Sponsor Training (Michigan-120)
- Upload training certificates into application under the specified attachment

STEP 10 - Complete the CACFP Application in NexSys

- Submit email request to have your application created
- Access application through the NexSys in MiLogin for Third Party
<https://milogintp.michigan.gov/>

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:** (833) 256-1665 or (202) 690-7442; or

3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>