

Michigan Department of Education

Child and Adult Care Food
Program (CACFP)

*How to Apply Guide for New
Participants*

How to Apply

The application for the [Child and Adult Care Food Program](#) for both single site child & adult day care centers & sponsors of centers (multiple sites) is entirely web based.

The 9 prerequisite steps must be completed *prior* to accessing the web based CACFP application.

Step 1: Prequalification Application

Complete the prequalification application and supporting documentation.

The application and supporting documentation are required and will be reviewed by MDE to ensure the sponsor is administratively and financially capable of operating the CACFP.

- Request a copy of the Prequalification Application, email MDE-CACFP@Michigan.gov. Provide the number of locations you are applying for and whether your agency is a Non-Profit or For-Profit Entity.
- Submit completed survey and supporting documentation to mde-cacfp@michigan.gov. Documentation should be submitted in a Word, PDF, or Excel file.
- Wait for MDE to review packet. Approval must be received before starting Step 2

Questions: Contact the CACFP office at 517.241.5353 or email mde-cacfp@michigan.gov

*Prequalification application is not required for NSLP participating sponsors and may be waived if the organization participates in another Child Nutrition Program. Please contact CACFP for more information.

Step 2: SIGMA Vender Self-Service (VSS)

Registering with the Office of the State Budget is required to

receive payment from the State of Michigan.

- Go to SIGMA VSS: www.michigan.gov/sigmavss
- Click on Go to Sigma VSS
- Click on Register
- Complete the SIGMA application

If your center is already registered with SIGMA VSS (formerly C&P Express), proceed to Step 3.

Step 3: Unique Entity Identifier (UEI)

As of April 4, 2022, the Unique Entity Identifier (UEI) replaced the DUNS number. This identifier is required for all recipients of Child Nutrition Program (CNP) funds.

- Go to Sam.gov
- In the *Register Your Entity or Get a Unique Entity ID*, click Get Started.
- Follow the instructions to complete registration.

Your UEI number must be entered in your organization's profile in the Education Entity Master (EEM) in step 4.

For questions, contact the Federal Service desk at 866.606.8220.

Note: It may take several days to obtain your UEI number. Do not move on to step 4 without a UEI number.

Step 4: Create Agency Profile in the Education Entity Master (EEM).

Creating a profile in EEM is required to access MDE web-based applications. This step is necessary to:

- Obtain an agency entity code/agreement number
- Allow authorized users access to agency's profile in EEM

To obtain an agency code/agreement number:

- Go to <https://cepi.state.mi.us/eem/othernsr.aspx> to submit a Non-school recipient form to add an entity to the EEM.
- You will be notified by email that your request has been received and an agreement number/entity code will be assigned.

After an agreement number/entity code has been assigned:

- Log into your MiLogin for Third Party Account
- Click Request Access
- Search for *Educational Entity Master (EEM)*
- Click on Educational Entity Master
- Agree to Terms and click Request Access
- Complete the [security agreement form](#) and submit to CEPI at Cepi@michigan.gov

If you have any questions while completing the steps to access EEM, please contact: Center for Education Performance and Information (CEPI) by email at cepi@michigan.gov or phone at (517) 335-0505, option 3.

Step 5: Michigan Education Information System (MEIS) Account Number

A MEIS account is required to access any MDE web-based application. If you already have a MEIS number, go to step 6.

- Go to the MEIS website <https://mdoe.state.mi.us/meis/login.aspx>
- Click *Create a New MEIS Account*
- Create your MEIS account
- Print or write down your MEIS account number, username and password
- Do not share your login name and password with others

STEP 6: MiLogin for Business

MiLogin for Business is a State of Michigan platform that allows

users the ability to access many state systems online, using a single user ID and password.

- To Create a MiLogin for Business account
- Go to <https://milogintp.michigan.gov/>
- Click on create an account
- Create a profile and click submit

Step 7: Link MEIS Account

You will need to link your MEIS account to your MiLogin for Business

- Go to the MiLogin for Third Party at: <https://milogintp.michigan.gov/>
- Click on *Find Services*
- Select Michigan Department of Education from the list of departments
- Once you have clicked on the Department name, select the Michigan Education Information System (MEIS) Account Link.
- Agree to the terms and conditions and select *Request Access*
- The next screen will show your email address and work phone as provided in your MiLogin account Profile page. Verify all information is accurate, then click the Submit button.
- A confirmation screen will appear, and a system generated email will be sent informing you of your approved access.
- Logout of MiLogin and then Log back in. When you return to your
- MiLogin home screen you should see the new system added to your list of MDE systems selections.

Note: MiLogin can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option please close all browser windows and tabs before logging back in to MiLogin.

If you continue to have difficulties, please contact the DTMB Client Service Center: 877-932-6424

Step 8: NexSys Access

Request access to the NexSys Application Platform. This will be used to complete the CACFP application.

- Go to the MiLogin for Business at:
<https://milogintp.michigan.gov/>
- Log into your MiLogin for Business account
- Click *Find Services* on the right side of the page
- Search for **NexSys** in the search window
- Click on the Nexsys link that will appear below
- Agree to the Terms and Conditions and select *Request Access*
- Complete the access request form

Questions about the NexSys application can be directed to MDE-NexSys-Applications@Michigan.gov

Step 9: On-line Training Modules

Complete the required online training module. This must be completed for application approval.

- Go to
<https://www.michigan.gov/mde/services/food/cacfp/topics/training/cacfp-trainings>
- Complete the Online Recording Keeping Training based on sponsor type. You will complete the independent center training if you only have one site. You will complete the sponsor of centers training if you have more than one site.
- Complete the CORE training on financial viability.
 - Select CORE from the CACFP Training page.
 - Scroll to the bottom of the page and select "Sponsoring Organizations Click Here".
 - Click the registration button
 - Select the Financial Viability Course
- Download the certificate after completing the training.

Step 10: Complete the CACFP Application

Once you have completed the previous 9 steps, email the assigned analyst to have your NexSys application created, (include your agreement number obtained from EEM).

Once your application has been created, you may access the CACFP NexSys Application at milogintp.michigan.gov/

- Log into MiLogin for Business Account
- Click NexSys on MiLogin Home Page
- Acknowledge Terms and Conditions

On the Dashboard Screen

- Click CNP: Coordinated Application under the My Opportunities heading
- Click Proceed in the CNP: Coordinated Application Window

Complete & submit the application

- Starting with the *Program Participation* tab on the left side, complete the application.
- Hover text is located throughout the application to aid.
- Certify each page, when complete
- Click Change Status to submit under the *Status Option* tab

Additional New Sponsor Information

Pre-approval Site Visit & Approval Notification

A pre-approval site visit will be conducted with you prior to application approval. This pre-approval visit is conducted to:

- Assess application information
- Verify completion of CACFP Webinar Recordkeeping trainings by center key staff
- Review procedures & recordkeeping related to CACFP

Additional training on CACFP policies & procedures will be covered during the site visit, along with any questions you may have.

Your center's date to begin claiming meal reimbursement will also be determined during the pre-approval site visit.

Upon final approval of your CACFP application, you will be notified via e-mail by your assigned analyst.

Record Keeping Requirements

Begin keeping records to support meal reimbursement as soon as possible in the CACFP application process.

Records to maintain:

- Menus for foods served for all participants
- Meal attendance for all meals served to participants
- Center attendance (may differ from meal attendance)
- Receipts & invoices
- Food (including milk)
- Food service supplies
- Administrative costs
- Enrollment Forms (*Not required for at-risk afterschool programs or emergency shelters*)
- Household Income Eligibility Statements, (HIES) if applicable.

Record keeping forms are found at: www.michigan.gov/cacfp

- Click on Forms and Instructions icon on the main menu
- Select program type

Questions?

Contact: Michigan Department of Education Child and Adult Care Food Program

Telephone: 517-241-5353 Email: mde-cacfp@michigan.gov
Web site: www.michigan.gov/cacfp

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA

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