

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 Application and Supporting Documentation.

- Contact MDE-CACFP@michigan.gov for the Prequalification Application
- Submit via email to 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 Business 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 Business
- 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
- Authorized users (max 2 per agency) must submit security authorization form.
 - <https://www.michigan.gov/mde/services/financial-management/grants/nexsys>
- For questions, contact MDE-NexSys-Applications@Michigan.gov

STEP 9 - Complete On-Line Training Modules

- <https://www.michigan.gov/mde/services/food/cacfp/topics/trainings/cacfp-trainings>
- Complete:
 - CACFP On-Line Record Keeping (Independent or Sponsoring Organizations)
 - CORE On-Line Training →Financial Viability

STEP 10 - Complete the CACFP Application in NexSys

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

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