

# 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 8 prerequisite steps must be completed prior to accessing the web based CACFP application.**

### Step 1: Prequalification Survey

*Complete the prequalification survey and supporting documentation.*

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

- To complete the survey, click the following link, follow the prompts and download your packet:

**[www.michigan.gov/cacfp-survey](http://www.michigan.gov/cacfp-survey)**

- Submit completed survey and supporting documentation to [cacfp-mde@michigan.gov](mailto:cacfp-mde@michigan.gov)
- Submit each requirement as a separate attachment
- 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 [cacfp-mde@michigan.gov](mailto:cacfp-mde@michigan.gov)

\*Prequalification survey is not required for NSLP participating sponsors and may be waived if the organization participates in another Child Nutrition Program. Please contact MDE 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](http://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) will replace 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), after you get access to EEM.

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:

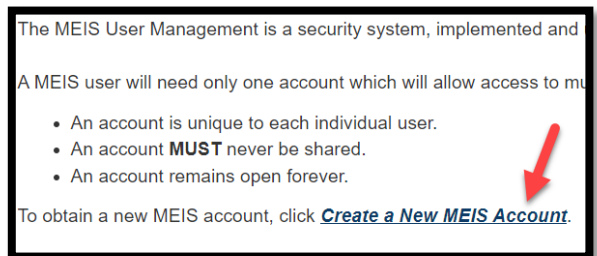
- Log into your MiLogin for Third Party Account
- Click Request Access
- Search for *Educational Entity Master (EEM)*
- Click on Educational Entity Master
- Agree to Terms and click Request Access
- Complete the [security agreement form](#) and submit to CEPI at [Cepi@michigan.gov](mailto:Cepi@michigan.gov)

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](mailto: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 7.

- 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 Third Party

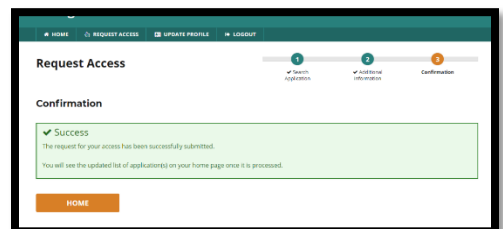
MiLogin for Third Party is a State of Michigan platform that allows users the ability to access many state systems online, using a single user ID and password.

- To Create a MiLogin for Third Party account
  - Go to <https://milogintp.michigan.gov/>
  - Click on Sign up for Account
  - Create a profile and click submit

## Step 7: Link MEIS Account

You will need to link your MEIS account to your MiLogin for Third Party Account

- Go to the MiLogin for Third Party at: <https://milogintp.michigan.gov/>
- Click on *Request Access*
- From the *–Select Agencies–* dropdown, select Michigan Department of Education
- 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.

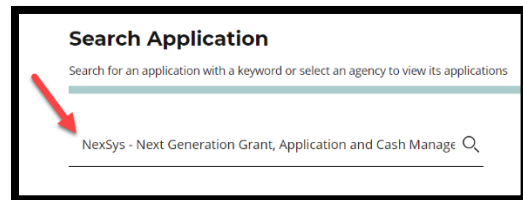
**Note:** MILogin can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option please close all browser windows and tabs before logging back in to MILogin.

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 Third Party at: <https://milogintp.michigan.gov/>
- Log into your MiLogin for Third Party account
- Click *Request Access* at the top 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 [www.Michigan.gov/CACFP](http://www.Michigan.gov/CACFP)
- Click on the training icon on the main menu

- Click on Brighton Training website  
<https://misponsortraining.com/>
- Complete the CACFP New Sponsor Training (Michigan-120)
- Download the certificate after completing the training. This will need to be uploaded into your CACFP application.

## Step 10: Complete the CACFP Application

Once you have completed the previous 9 steps, email your 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/](http://milogintp.michigan.gov/)

- Log into MiLogin for Third Party 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 provide assistance.
- 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 centerkey 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](http://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](mailto:mde-cacfp@michigan.gov)  
Web site: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. 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, audiotape, 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: **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** [program.intake@usda.gov](mailto: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>