

Quick Guide to Complete and Amend a MEGS+ 2019 CNP: School Nutrition Program Application

- 1) Access MEGS+ at: <https://mdoe.state.mi.us/megsplus/>



Michigan Electronic Grant System Plus - MEGS+
Michigan Department of Education

[Michigan.gov](#)

[IntelliGrants Home](#) | [Grant Portal Home](#)

Login

Username

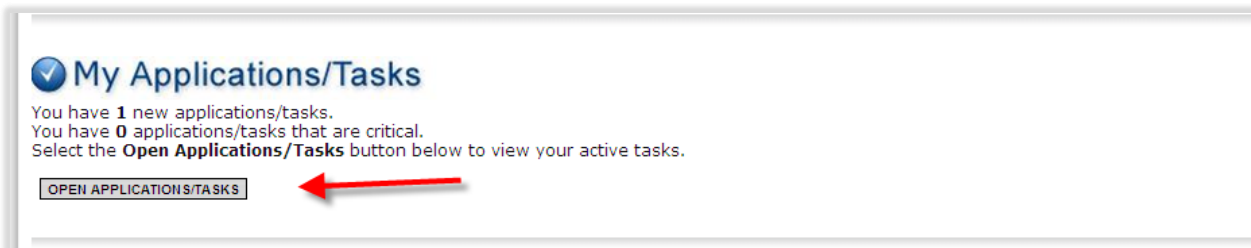
Password

Welcome to the **Michigan Electronic Grants System, MEGS+**.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your **Username** and **Password** in the text boxes and click the "**Login**" button to begin using **MEGS+**.

If you forgot your **password** or **username**, please visit:
cepi.state.mi.us/MEIS/Login.aspx

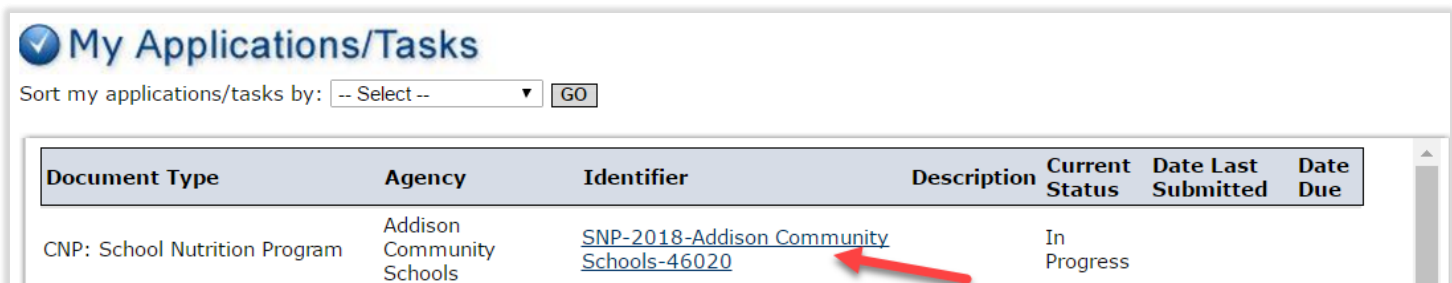
- 2) A Level 3 Authorized Official must initiate the application by clicking the Open Applications/Tasks button.



My Applications/Tasks

You have **1** new applications/tasks.
You have **0** applications/tasks that are critical.
Select the **Open Applications/Tasks** button below to view your active tasks.

- 3) Click on your sponsor name located under the Identifier section for application options. Be sure to choose the SFSP-2017 application.



My Applications/Tasks

Sort my applications/tasks by:

Document Type	Agency	Identifier	Description	Current Status	Date Last Submitted	Date Due
CNP: School Nutrition Program	Addison Community Schools	SNP-2018-Addison Community Schools-46020		In Progress		


4) Click on the View/Edit button to edit your current fiscal year application.

Addison Community Schools - 46020

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

Application: FY 2018 - CNP: School Nutrition Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator


Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.



View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.


[VIEW/EDIT](#)



Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.


[VIEW STATUS OPTIONS](#)



View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)



Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

[VIEW RELATED ITEMS](#)

Reminders:

**Throughout the application pages, you may notice that information from your previous year's SNP application may have rolled over. Be sure to review and update any and all information in your application before you save and submit.

**Refer to the Show Help feature on the top page if you have questions.

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[PRINT VERSION](#)
[GLOBAL ERRORS](#)
[REVIEW COMMENTS](#)
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5) Click on the Sponsor Information link.

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
Sponsor / Site Information (Complete or Update and "Save" the following forms)				
	Schedule A Sponsor Information			
	Schedule A Site Listing			
	Certification Statements			
	MiND Security Agreement			

- 6) Review and update each question on the Sponsor Information page.
- 7) At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button located on the floating menu bar always at the top of the page.

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

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SAVE DELETE PRINT VERSION GLOBAL ERRORS REVIEW COMMENTS SHOW HELP

- 8) Once the sponsor information is completed and saved, click on the View/Edit Menu link located at the top of the Sponsor page.

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Quick Links: **View/Edit** | Change Status | Management Tools | Examine Related Items | View Comments

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- 9) To update information for each site or to add a site, click on Site Listing.

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
Sponsor / Site Information (Complete or Update and "Save" the following forms)				
	Schedule A Sponsor Information			
	Schedule A Site Listing			
	Certification Statements			
	MiND Security Agreement			

- 10) Click on the Add a Site link to add a new site, or click on an existing site's name to update the site's information.

For more detailed instructions, select the **Show Help** button.

Add a Site

5-Digit District Code:

5-Digit Building Code:

ADD SITE

Search Site Name / Agreement Number: **GO** **REPORT OF SITE GRID**

Agency Name	Agreement Number	Activity Status	Delete Site	Effective Month	School Breakfast	After School Snack	School Lunch	Special Milk	Last Update	Last Update By
Addison High School	460200023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X	X	X			
Addison Elementary School	460209983	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X	X	X			
Addison Middle School	460201315	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCT	X		X			

- 11) Use the drop-down menu to switch between sites. Review and update all information for each active site. Be sure to save prior to moving on to additional sites.

Page Title: 460200023 Addison High School GO

460200023 Addison High School
460201315 Addison Middle School
460209983 Addison Elementary School

SITE INFORMATION

1. Site Number: 460200023

a. License Number: Invalid License Number

b. License Number Expiration Date:

- 12) Once all the site information pages have been completed, click on the View/Edit Menu link located on the top of the Site Information page.

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

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- 13) Scroll to Program Forms section and complete each required form.

Please complete all required forms below.

Forms

Status	Page Name	Comments	Created By	Last Modified By
Sponsor / Site Information (Complete or Update and "Save" the following forms)				
	Schedule A Sponsor Information			
	Schedule A Site Listing			
	CEP Site Selection and Grouping			
	Certification Statements			
	MiND Security Agreement			
Program Forms				
	Prototype Document Certification - Policy Statement			
	Meal Counting and Claiming			
	Request for USDA Foods Delivery			
	Meal Prices			

- 14) If your application has errors, you will be required to fix them at this point prior to your application being submitted. Click Global Errors to see what needs to be corrected.

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SAVE
DELETE
PRINT VERSION
GLOBAL ERRORS
REVIEW COMMENTS
SHOW HELP

Click on the link to go to the page where the error occurred. Make corrections and save the page changes.

[Main Menu](#) > [Application Menu](#) > [Management Tools](#) > Global Errors

Addison Community Schools - 46020

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

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The following errors have been identified.
Please select each link below to navigate to the appropriate page to correct the errors.

- Line 5b: One of the meals must be selected
You must certify that the above data is complete and correct.
[Site Information: 460201315 Addison Middle School](#)
- Line 5c: Address must be completed
The hearing official cannot be the same person as the determining official.
[Prototype Document Certification - Policy Statement](#)
- A Program Type option must be selected from the list.
[Meal Prices](#)

[Return to the View/Edit Menu by clicking here.](#)

15) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.

[Main Menu](#) > [Application Menu](#) > [View/Edit](#)

Addison Community Schools - 46020

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

Application: FY 2018 - CNP: School Nutrition Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

16) Click the Submitted button.

[Main Menu](#) > [Application Menu](#) > [Change The Status](#)

Addison Community Schools - 46020

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

Application: FY 2018 - CNP: School Nutrition Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Select a button below to execute the appropriate status push.

Possible Statuses

- [Submit Application](#)
- [Cancel Application](#)

- 17) Follow the prompts to completion. You may utilize 'Management Tools' from the Application Menu or the Quick Links menu bar to track the status history of your application as well as various administrative tasks.

[Main Menu](#) > [Application Menu](#) > Management Tools


Addison Community Schools - 46020


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



Application: FY 2018 - CNP: School Nutrition Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator


The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Management Tools

 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

 **ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 **STATUS HISTORY** 
Select the link above to view the status history of this document.

 **CHECK FOR ERRORS**
Select the link above to check the entire document for errors.

Amendments and Modifications

- 1) In order to initiate any modifications or amendments to the application, you must first go to 'Change Status' and click on "View Status Options."


[Main Menu](#) > [Application Menu](#)


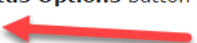
Addison Community Schools - 46020

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

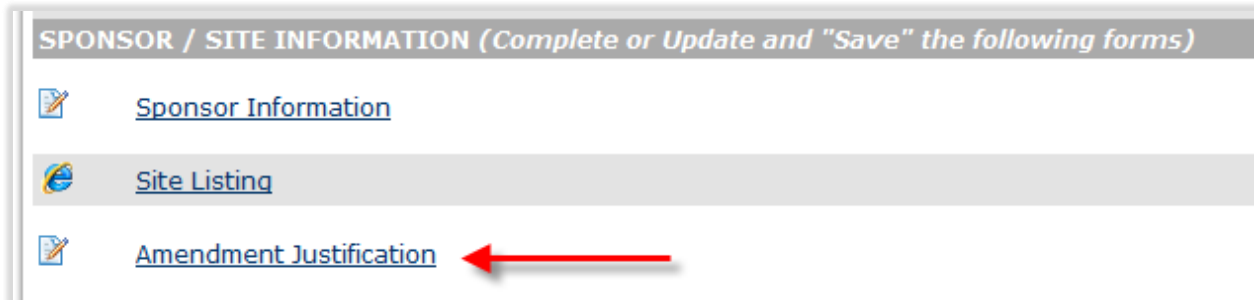
Application: FY 2018 - CNP: School Nutrition Program | **Status:** Approved | **Security Level:** CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.





 **View / Edit**
Select the **View/Edit** button below to view, edit, and complete the application/task.
VIEW / EDIT

 **Change Status**
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
VIEW STATUS OPTIONS 

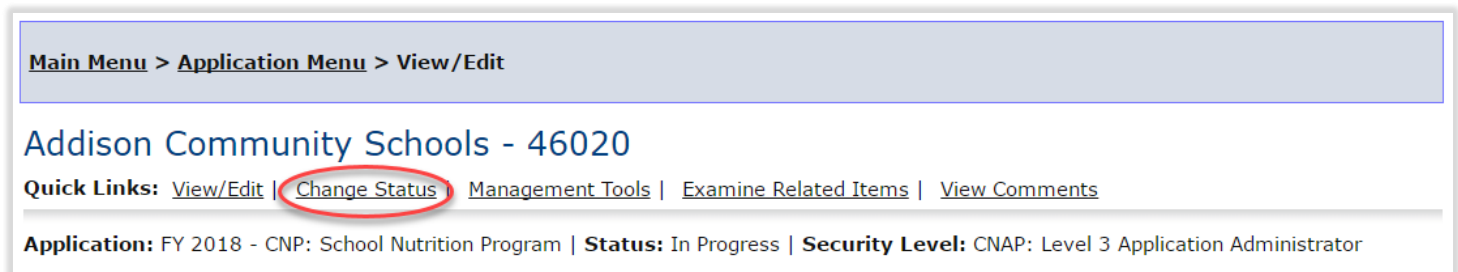
- 2) Click on the status you wish to initiate to the application. Possible status may include:
 - a. Modify Application
 - b. Amend Application
- 3) Initiating a status change will bring you to the View/Edit Menu. Make the required modification or desired amendment. Be sure to save each page as necessary.
- 4) If making an amendment, you will be required to complete an Amendment Justification in order to provide a detailed description of the change that you are making to the application. This justification is required in order to re-submit your application.



SPONSOR / SITE INFORMATION *(Complete or Update and "Save" the following forms)*

-  [Sponsor Information](#)
-  [Site Listing](#)
-  [Amendment Justification](#) 

- 5) Once your changes have been made and Amendment Justification has been completed (if applicable), your application is now ready to re-submit.
- 6) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.



Main Menu > Application Menu > View/Edit

Addison Community Schools - 46020

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

Application: FY 2018 - CNP: School Nutrition Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

- 7) Click the Submit button. The available status may read:
 - a. Submit Modifications
 - b. Submit Amendment