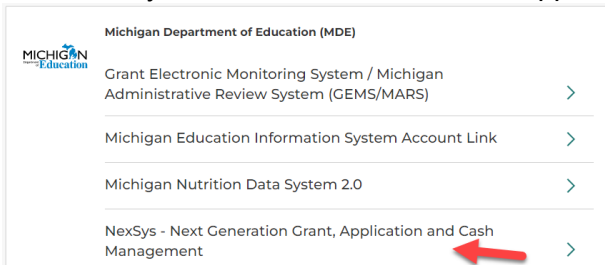
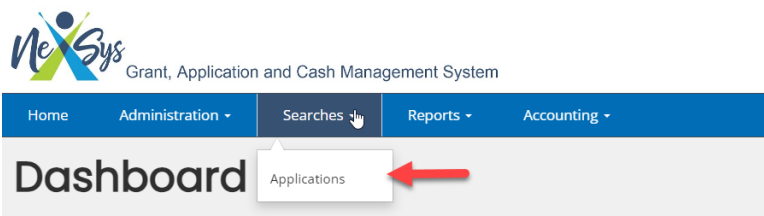


## AMENDING AN APPLICATION IN NEXSYS

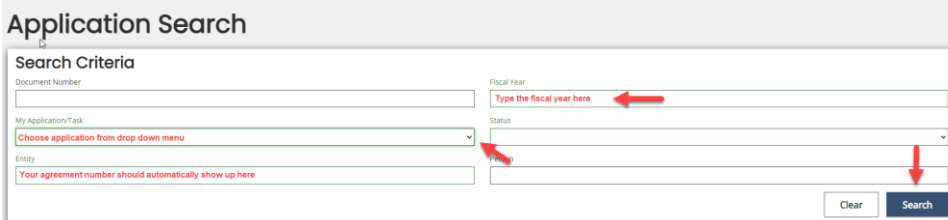
1. Log into [MiLogin for Business](#). MiLogin can react differently with different browsers. It is recommended Microsoft Edge or Google Chrome be used.
2. Click NexSys – Next Generation Grant, Application and Cash Management



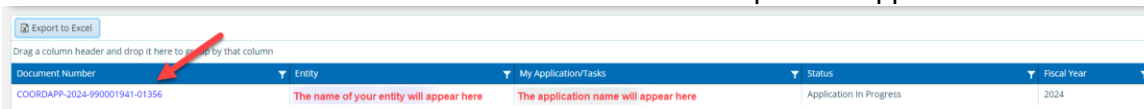
3. Click the Search tab at the top of the page and then choose Applications.



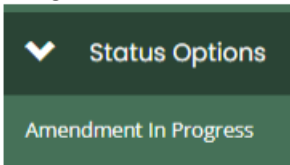
4. (1) Use the dropdown menu to choose the application you want to find. (2) Enter the fiscal year of the application you are looking for. (3) Click the Search button.



5. Click on the link under the Document Number column to open the application.



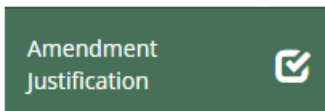
6. Using the left side toolbar, scroll down to “Status Options” and select “Amendment in Progress”.



7. Make the necessary changes to the application and save each page.

## AMENDING AN APPLICATION IN NEXSYS

8. You must complete an “Amendment Justification” to explain what your or modifying in the application. **If you are participating in multiple child nutrition programs, please indicate which program you are amending by selecting the program checkbox at the top of the page. Please be specific when amending more than one program. (For example, SNP-added my second health inspection dates or SFSP-changed site times for ABC site.)**



<input type="checkbox"/> National School Lunch and School Breakfast Programs (NSLP/SBP)	<input type="checkbox"/> Special Milk Program (SMP)	<input type="checkbox"/> Child and Adult Care Food Program (CACFP)	<input type="checkbox"/> Summer Camp Special Milk (SCSM)	<input type="checkbox"/> Summer Food Service Program (SFSP)
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### Amendment Justification

Provide a detailed description of the changes/updates made to this application.

9. Once all modifications and the amendment justification are completed, select “Amendment Submitted”. This will submit your application for approval.

