

NexSys Application Checklist

This document will provide you with all of the resources you need to gather prior to completing the CNP: Coordinated Application.

To Access the Application

1. Log into your MILogin for Business account using Google Chrome. If you don't have a MILogin for Business account, [HERE](#) is a link to instructions.
2. Request the NexSys link in your MILogin for Business account. [HERE](#) is a link to instructions.
3. If you are new to NexSys your Level 5 user will need to add you to the organization and application in that order.
 - Click [HERE](#) for instructions to add users to the organization.
 - Click [HERE](#) for instructions to add users to the application.
4. It is important that you have your login and password as staff will not have access to this information.

Fiscal (All programs)

- Indirect Cost Rate and supporting documentation (**Non-School, Non-Public School, or RCCI**)
- Previous year financial statements (if applicable)
 - Annual income statement **OR**
 - Most recent single audit (if more than \$750,000 in federal funds)
- Completed budget worksheet (**Non-school sponsors**)
- Calculated Adult Meal Prices (previous year) and Student Meal Prices (previous and upcoming year) (**SNP only**)
- The total amount of federal funds received/spent in the previous year, (including CNP funds)
- Non-profit documentation (if applicable)

General Information (All Programs)

- Contact information (name, phone, and email) for primary contact, financial contact, and additional contacts. Date of birth is required for CACFP and SFSP.
- List of sites already entered in Education Entity Master (EEM).
- Racial/Ethnic data (**New sponsors only**)

School Nutrition Program (SNP)

- Health Inspection Dates
- Paid student meal prices for the 23-24 SY and 24-25 SY
- Adult meal prices for the 23-24 SY (previous year)
- New Food Service Directors (Hired on or after July 1st, 2023):
 - Diploma of highest degree
 - Resume
 - Transcripts (If diploma does not indicate area of study, ex. General Studies)
- Alternative Agreement Documentation (if applicable).
- If not using MDE templates, schools must upload the documentation below. Electronic systems do not use MDE templates and must be uploaded. (Not applicable for District Wide CEP or RCCIs.)
 - Free and Reduced-Price Meal Application
 - Letter to Households with Instructions
 - Approval-Disapproval Letter to Households
 - Direct Certification Free Approval Letter
 - Direct Certification Reduced-Price Approval Letter
 - Notice to Households of Selection for Verification Letter
 - Notice to Households of Adverse Action Verification Letter

Child and Adult Care Food Program (CACFP)

- Board of Directors List including position, contact information, and birth date (if applicable)
- Additional site information including:
 - Contact information for center director/site lead including name, phone number, date of birth, and email address
 - Type of program -Childcare, At Risk After School, GSRP, Headstart, Latchkey
 - License information **or**
 - Alternative approval documentation for unlicensed facilities
 - Screening form for unlicensed facilities
 - Current health/sanitation permit for each site (**Unlicensed Sites**)
 - Current fire/building safety permit for each site (**Unlicensed Sites**)
 - At Risk After School eligibility (**ARAS only**)
 - Department of Health & Human Services (DHHS) 1381 report indicating payments received for care provided (documentation that 25% of the center's enrollment or capacity were Title XX beneficiaries) or documentation to support free or reduced-price eligibility. (**For-profit centers only**)
 - Month, dates, times of operation and meal service
 - Ages of participants
 - Permanent Agreements (**unaffiliated sites only**)

- Qualifying information for Adult Day Services (**ADS programs only**)
- Number of participants eligible for free/reduced/paid meals
- Program procedures documentation including:
 - Outside employment
 - Program income (if applicable)
 - Policy on financial and administrative oversight
 - Organizational compliance plan (meal service, meal patterns, record keeping, civil rights and other operational requirements to ensure you are only submitting claims for eligible meals).
 - Training policies for new and existing staff
- Site monitoring documentation and plan (**sponsoring organizations only**)
- Food Service Contract with school or vendor

Summer Food Service Program (SFSP)

- Dates and times of operation.
- Staff training dates of the following:
 - Training of administrative staff
 - Training of site staff
 - Person who attended mandatory MDE training
- Letter to the County Health Department
- One week breakfast, lunch, snack and supper menu (as applicable)