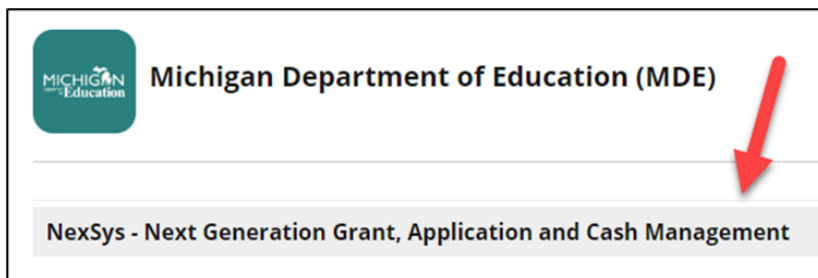


**Michigan Department of Education
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How to find your application

Log into [MILogin for Third Party](#). MILogin can react differently with different browsers. It is recommended Google Chrome be used to complete this application.

Once you are on the home page, click NexSys – Next Generation Grant, Application and Cash Management



In NexSys, select "Searches" on the top toolbar. Select "CNP: Coordinated Application" under My Application/Task and input the current application year under Fiscal Year.

Steps based on application status

Before editing your application, please check the status. You can see the status of the application in the search results or by viewing the Document Overview page in the application. Follow the instructions below based on the current status of your application.

Entity	My Application/Tasks	Status
	CNP: Coordinated Application	Application Approved

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1. **Status: Application In Progress** – Complete your application based on the instructions below and submit once the entire application is complete.
2. **Status: Modifications in Progress** – Continue to edit your application based on the instructions below and submit once it is completed.
3. **Status: Amendment Submitted, or Review in Progress** – Your application is currently in your analyst's queue to be reviewed. Please wait for your analyst to return your application for modifications.
4. **Status: Returned for Modifications** – Change the status to “Modifications in Progress” and edit your application based on the instructions below. The requested modifications will be displayed on the Document Overview page. This can be accessed by clicking the Application Number on the top left tool bar.

The screenshot displays the 'Document Overview' page for a Coordinated Application (COORDAPP-2024). The left sidebar contains a navigation menu with options like Forms, Sponsor Information, Program Participation, and Site Information. The main content area shows a progress bar with nine steps. The 'Modifications Required' step is highlighted with a blue circle, indicating the current status. Below the progress bar, a table lists 'Requested Modifications' with columns for Location, Notes, and Last Modified. The table contains several entries related to National School Lunch and School Breakfast Programs (NSLPSBP) and School Nutrition Program (SNP) Benefit Approval Process.

Location	Notes	Last Modified
<input type="checkbox"/> National School Lunch & School Breakfast Programs: NSLPSBP -	Did the health inspector complete a second inspection in the 22/23 school year? If so, list the date in "Date 2" and delete out everything in #5a.	7/17/2023 3:51:42 PM -
<input type="checkbox"/> National School Lunch & School Breakfast Programs: NSLPSBP -	5. Did the Health Inspector complete a second inspection in the 22/23 school year? If so, list the date in "Date 2" and delete out everything in #5a.	7/17/2023 3:53:01 PM -
<input type="checkbox"/> National School Lunch & School Breakfast Programs: NSLPSBP -	Did the health inspector complete a second inspection in the 22/23 school year? If so, list the date in "Date 2" and delete out everything in #5a.	7/17/2023 3:53:42 PM -
<input type="checkbox"/> National School Lunch & School Breakfast Programs: NSLPSBP -	Did the health inspector complete a second inspection in the 22/23 school year? If so, list the date in "Date 2" and delete out everything in #5a.	7/17/2023 3:54:22 PM -
<input type="checkbox"/> National School Lunch & School Breakfast Programs: NSLPSBP -	Since the Prek meal pattern was selected, selected which types of prek programs are offered in #3 and complete #3a (who runs the prek programs)	7/17/2023 3:56:43 PM -
<input type="checkbox"/> School Nutrition Program (SNP) Benefit Approval Process	Since you are using MiStar to process FR apps, change #2 to "No" and upload all the documents listed.	7/17/2023 3:59:14 PM -

5. **Status: Application Approved** – Change the status to “Amendment in Progress” and edit your application based on the instructions below.

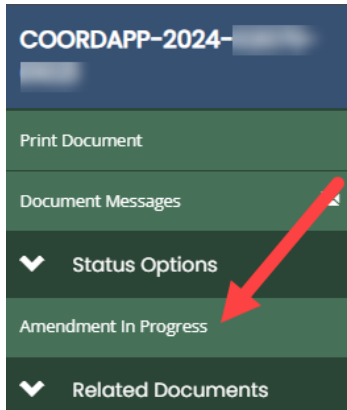
Changing Application Status

Before making changes to your application, be sure the application is in the correct status.

Select Modifications In Progress or Amendment In Progress towards the bottom of the left side toolbar before editing the application.

If the current status is Application In Progress, then you will not need to change the status of your application before proceeding.

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Sponsor Details Page

Participation is optional for School Districts. For a district to be eligible to participate, they must:

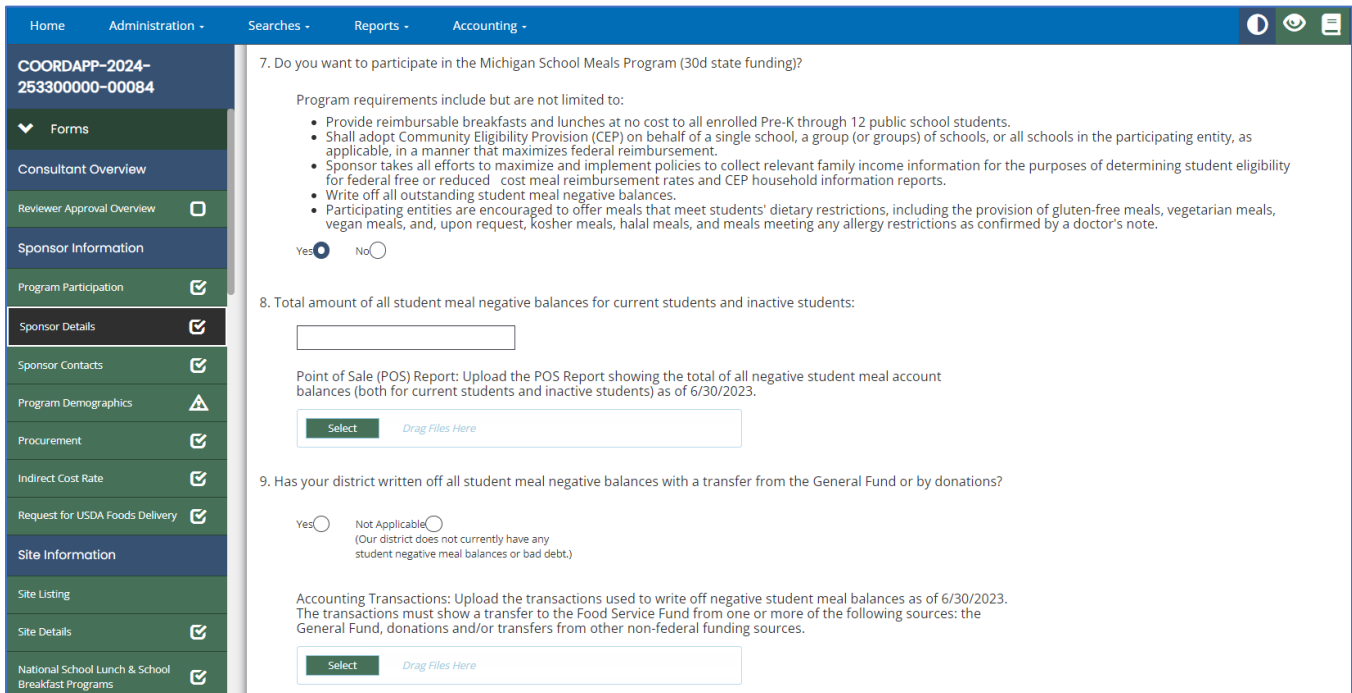
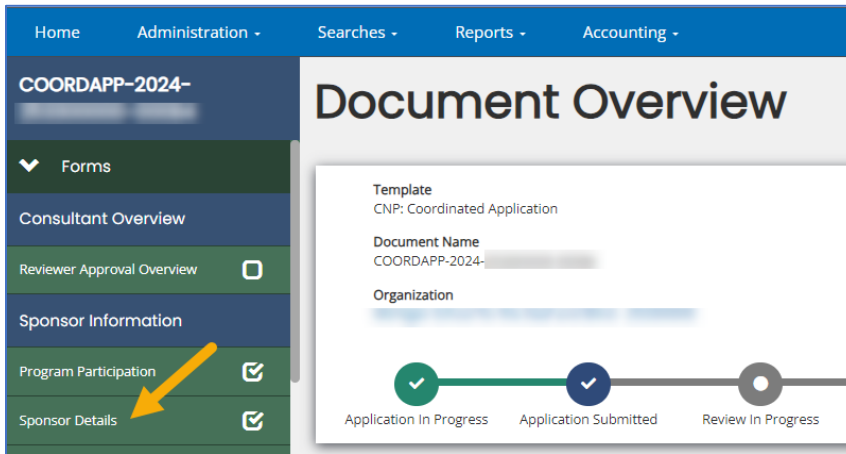
1. Be a public school, charter school, or intermediate school district
2. Participate in the National School Lunch Program
3. Serve breakfast **AND** lunch
4. Serve all meals at no cost to pre-K through 12th grade students
5. Adopt Community Eligibility Provision (CEP) to maximize federal reimbursement
6. Collect relevant family income information
 - Application for Summer EBT and Education Benefit form for Michigan School Meals (traditional F/RP/P schools)
 - Education Benefits Form (CEP schools)
7. Write off all outstanding student negative balances

Note: Participating entities are encouraged to offer meals that meet students' dietary restrictions, including the provision of gluten-free meals, vegetarian meals, vegan meals, and, upon request, kosher meals, halal meals, and meals meeting any allergy restrictions as confirmed by a doctor's note.

Questions 7-9 are for opting into the Michigan School Meals program (30d state funding). The questions display on the Sponsor Details page under the National School Lunch and School Breakfast Programs section.

Click on the Sponsor Details page located in the left tool bar.

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Question 7 is where you answer Yes or No for opting into in Michigan School Meals (30d state funding).

It will display for all sponsors participating in NSLP, but will only allow public school districts, public school academies and intermediate school districts to answer "yes".

Any sponsor that is District-wide CEP with 100% free claiming can answer "No". You already receive 100% free federal reimbursement and do not need to opt into Michigan School Meals.

Nonpublic Schools and Residential Child Care Institutes (RCCIs) are not eligible for Michigan School Meals and must answer "No".

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7. Do you want to participate in the Michigan School Meals Program (30d state funding)?

Program requirements include but are not limited to:

- Provide reimbursable breakfasts and lunches at no cost to all enrolled Pre-K through 12 public school students.
- Shall adopt Community Eligibility Provision (CEP) on behalf of a single school, a group (or groups) of schools, or all schools in the participating entity, as applicable, in a manner that maximizes federal reimbursement.
- Sponsor takes all efforts to maximize and implement policies to collect relevant family income information for the purposes of determining student eligibility for federal free or reduced cost meal reimbursement rates and CEP household information reports.
- Write off all outstanding student meal negative balances.
- Participating entities are encouraged to offer meals that meet students' dietary restrictions, including the provision of gluten-free meals, vegetarian meals, vegan meals, and, upon request, kosher meals, halal meals, and meals meeting any allergy restrictions as confirmed by a doctor's note.

Yes No

Question 8 is for negative balances and for entering the total negative student meal account balances for both current students and inactive students.

One of the requirements for districts to participate in the new Michigan School Meals Program (30d state funding) is that all student school meal negative balances must be forgiven.

Enter the total of all negative balances for current/active/enrolled students, as well as inactive students that were on your books as of June 30, 2023.

Upload your Point of Sale (POS) Report that documents the total amount of negative balances as of 6/30/2023. This should be a summary report, and not a detailed report of negative balances by student. Please do not include student names.

If your negative balances were \$0.00 and you do not have a POS System, upload an attestation statement signed by your Food Service Director or Business Manager, indicating that there are no negative balances to write off the Food Service Fund.

8. Total amount of all student meal negative balances for current students and inactive students:

Point of Sale (POS) Report: Upload the POS Report showing the total of all negative student meal account balances (both for current students and inactive students) as of 6/30/2023.

Select

[Drag Files Here](#)

Question 9 is for showing documentation that negative student balances were written off as required.

Answer "Not Applicable" only if your district had \$0.00 in negative balances on the books as of 6/30/2023.

Journal entries to write off the negative balances may be completed anytime from 6/30/2023 until the time your 2024 Coordinated Application is due to generate a claim for your first month of service in the new school year. Upload proof of the transactions used to write off negative balances from the Food Service Fund.

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9. Has your district written off all student meal negative balances with a transfer from the General Fund or by donations?

Yes Not Applicable
(Our district does not currently have any student negative meal balances or bad debt.)

Accounting Transactions: Upload the transactions used to write off negative student meal balances as of 6/30/2023. The transactions must show a transfer to the Food Service Fund from one or more of the following sources: the General Fund, donations and/or transfers from other non-federal funding sources.

More information on writing off negative balances can be found here: [30d Negative Balance Write Off Information](#)

Stuck on the negative balance piece? Contact the Fiscal and Administrative Services Fiscal Monitoring Team for help:

MDE-Fiscal@michigan.gov or 517-241-5380

Site Listing Page

Review the Site Listing page to see that all eligible NSLP/SBP sites have a "Yes" in the Michigan School Meals column.

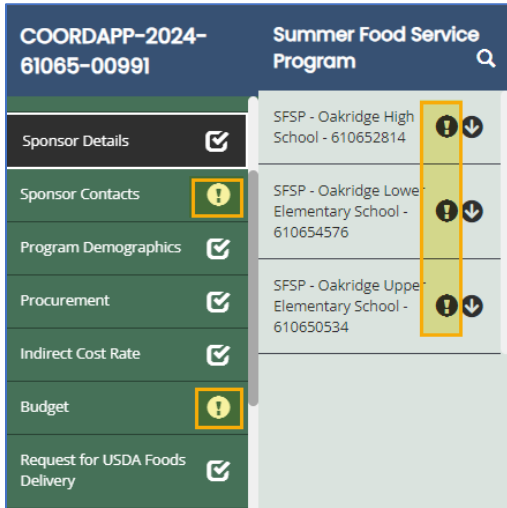
DELETE	Active Status	Site Name - Agreement Number	New Site	Michigan School Meals Program Non-Claim	NSLP/SBP
	<input checked="" type="checkbox"/>	[blurred]	Yes	No	Yes
	<input checked="" type="checkbox"/>	[blurred]	Yes	Yes	Yes
	<input checked="" type="checkbox"/>	[blurred]	Yes	No	
	<input checked="" type="checkbox"/>	[blurred]	Yes	No	Yes
	<input checked="" type="checkbox"/>	[blurred]	Yes	No	
	<input checked="" type="checkbox"/>	[blurred]	Yes	Yes	Yes
	<input checked="" type="checkbox"/>	[blurred]	Yes	No	
	<input type="checkbox"/>	[blurred]	Yes	No	

Nonpublic school sites or RCCIs are not eligible for the Michigan School Meals Program, so they will have a "No" displayed in the site listing.

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If you have a "No" displayed in the Michigan School Meals Program column and believe this to be incorrect, please email MDE-SchoolNutrition@michigan.gov.

Important Note about Page Errors (!)



Editing the sponsor details page may trigger errors on pages with SFSP information. Pages showing the (!) symbol that were previously completed and error-free do not need to be resaved, they just need to be clicked on. You can click on each page individually and wait for it to load. You may also be able to click to several pages with the error symbol, not waiting for the page to load, as clicking on the page clears the error.

Amendment Justification

If the only amendment you are making is for the Michigan School Meals Program, write in "Michigan School Meals Program."

If you are making additional amendments to edit any other pages, please note that so the correct MDE staff member may review the application amendment.

This page will only appear if your application has been approved and you are currently making an amendment.

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The screenshot shows a web application interface. At the top, there is a navigation bar with links for Home, Administration, Searches, Reports, and Accounting. Below this, a sidebar on the left contains a menu with items: Forms (expanded), Amendment Justification (checked), Modifications (checked), Consultant Overview, Reviewer Approval Overview, and Sponsor Information. The main content area is titled 'Amendment Justification' and contains a text box with the instruction: 'Provide a detailed description of the changes/updates made to this application.'

Submitting the Application

Once all changes are made to the application, select "Submit Application", "Submit Modifications" or "Amendment Submitted", based on your current application status.

The screenshot shows a vertical menu with the following items: 'COORDAPP-2024-03008001-00381', 'Print Document', 'Document Messages' (with an envelope icon), 'Status Options' (expanded), 'Amendment Cancelled', and 'Amendment Submitted'. A red arrow points to the 'Amendment Submitted' option.

If you need additional assistance or have any questions, please contact School Nutrition Program staff at:

Email: MDE-SchoolNutrition@Michigan.gov

Phone: 517-241-5374