Summer Food Service Program (SFSP)
Steps to Apply for New Non-School Sponsors

Step 1 Register with the Contract and Payment Express (C&PE).
Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your agency is already registered with the C&PE, go to Step 2.
- Go to www.michigan.gov/cpexpress on the Internet
- Click on Go to C&P Express
- Click on the New User button to register
Step 2 Create Agency Profile in Education Entity Master (EEM)

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:
- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 3.
- Go to www.michigan.gov/sfsp on the Internet
- Scroll down to Sponsor Forms and Publications
- Click on Non-School Recipient Steps for Accessing the Educational Entity Master (EEM).

Sponsor Operational Memos
- Fiscal Year 2012
- Archives-Sponsor Operational Memos

Sponsor Forms & Publications
- Steps to Apply for New Non-School Sponsors
- Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)
- USDA Guidance Handbooks
- Income Eligibility Forms
- Field Trip Notification Form
- Meal Counting and Claiming
- Meal Patterns and Food Production
- Posters for SFSP Sponsors
- Procurement and Costs
- Site Training and Monitoring
- Temporary Site Change Form
- The Key to Reimbursement Summer Food Service Program 2012
Step 3 Create a Michigan Education Information System (MEIS) account number.

A MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have a MEIS account number, go to Step 4.

- Go to www.michigan.gov/meis on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password
Step 4 Complete and submit a Child Nutrition Security Agreement.
The security agreement is required to gain access to the SFSP application.
- Go to www.michigan.gov/meis on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement
Step 5 Complete the SFSP Application.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Click on the Michigan Electronic Grants System Plus (MEGS+) link
Step 5 Complete the SFSP Application (con’t).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application
Approval and Record Keeping

Upon approval, you will receive a message via MEGS+ system and the applications current status can be found at the top of your application. A member of our staff will contact you to schedule Pre-Operational Review.

Start keeping records to support meal reimbursement such as:
- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies

Record keeping forms are available on the Internet at [www.michigan.gov/sfsp](http://www.michigan.gov/sfsp). Scroll down to Sponsor Forms and Publications.

Questions?
Contact the SFSP by phone at (517) 373-3347 or e-mail at [MDE-Schoolnutrition@michigan.gov](mailto:MDE-Schoolnutrition@michigan.gov)