Michigan Department of Education
Office of School Support Services
Child and Adult Care Food Program (CACFP)
How to Apply
Day Care Centers
The application for the Child and Adult Care Food Program for both single site child & adult day care centers & sponsors of centers (multiple sites) is entirely web based.

There are **6 prerequisite steps** to be completed prior to accessing the web based CACFP application.

Please complete the **6 steps** before beginning your CACFP MEGS+ Application.
Step 1: Register with C&PE

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.

To access C&PE:

www.michigan.gov/cpexpress

*If your center is already registered with C&PE, please proceed to Step 2*
Step 1: Register with C&PE

www.michigan.gov/cpexpress
Step 1: Register with C&PE

Click on the “New User” button to register.
Step 2: Obtain a Data Universal Numbering System (DUNS) Number

A Data Universal Numbering System (DUNS) number is required for all recipients of Child Nutrition Program (CNP) funds.

- A DUNS number is a unique 9 digit number used to track how federal money is distributed.
- There is no fee to obtain this number.
  **Note:** It may take several days to obtain your DUNS number.

If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

**Go to this website for instructions:**
http://fedgov.dnb.com/webform

Click on “Begin DUNS Search/Request Process”
Step 3: Create Agency Profile in Education Entity Master (EEM)

Access a short manual to provide directions for creating your agency’s profile.

Go to www.michigan.gov/cacfp
- Scroll down to “How To Apply”
- Click on “Create Agency Profile” in EEM
- Print or bookmark the manual for easy reference
Step 3: Create Agency Profile in Education Entity Master (EEM)

The manual will provide you with step-by-step instructions on how to access the Education Entity Master (EEM).

If you have any questions while completing the steps to access EEM, please contact the Center for Education Performance and Information (CEPI) by email at cepi@michigan.gov or phone at (517) 335-0505, option 3.

Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)

What is a non-school recipient?
A non-school recipient (NSR) is an entity that is neither a school nor a Unique Education Provider but receives monies of some kind through the Michigan Electronic Grants Systems (MEGS) or Cash Management System (CMS). These entities may or may not receive program dollars where individual student or staff tracking is required. Examples of non-school recipients include (but are not limited to): community action agencies, soup kitchens, day care centers, etc.

What is the Educational Entity Master?
The Educational Entity Master is a repository that contains names and basic contact information regarding educational systems in the state of Michigan. Information exists for public schools, nonpublic schools, intermediate school districts, institutions of higher education, and non-school recipients of certain funding. Commonly used information includes school facility name, grade levels, address, and contact information for each entity.

What are the steps required to add a non-school recipient organization to the EEM?
Important note: If the organization already has an agreement number, please skip the next three steps and proceed to page 2.

1. The first step is to submit a request to add the new entity to the Educational Entity Master. Go to http://www.michiganbemis.com and complete the NSR entry form. This directory information will include:
   a. Official Name of Entity
   b. County Code
   c. E-mail Address of Entity
   d. Phone Number
   e. Entity Open Date
   f. Physical Contact Details
   g. Primary Address Details
   h. Mailing Address of the Contact

2. Once all fields have been completed, click the save button to send the request to CEPI Customer Support. The requester will be notified via e-mail when the request has been reviewed. When the non-school recipient entity has been added, the NSR will be assigned an entity agreement number which will be included in the e-mail message. Please make note of this number, as you will need it to complete the security process.

3. After the non-school recipient has been added to the EEM, the requester will need to become an authorized user of the application in order to maintain and edit the new entity's information. Please follow the steps outlined in the accompanying pages that describe how to request access to the application.
**Step 4: Create a Michigan Education Information System (MEIS) Account Number**

A MEIS account is required to access any MDE web-based application.  

- **Note:** *If you already have a MEIS account number, skip this step.*

**MEIS Website address:**  
www.michigan.gov/meis

- Create your MEIS account to obtain a login user name, number & password
- Print or write down the MEIS login user name, number & password assigned & keep secure

*Do not share your login name & password with others*
Step 5: Complete and submit a Child Nutrition Security Agreement

A security agreement is required to gain access to the CACFP application.

www.michigan.gov/meis

- Under “Child Nutrition Programs” click on “Child Nutrition Program Security Agreement”
- Print a copy of the Security Agreement form
- Complete agreement form

Fax completed form to:
- Ruby Zavala at 517-373-4022

Please allow 24 – 48 hours to process the agreement
Step 6: Complete On-Line Record Keeping Modules I, II & III

To access the modules, go to www.michigan.gov/cacfp and scroll down to the Training section of the website.

Training

• CACFP Independent Centers Budget Worksheet Training
• Conducting a Site Monitoring Review
• CACFP Budget Worksheet Training
• CACFP Training Manual
• Training Schedules - Registration Forms
  • On-Line Trainings/PowerPoints
  • Civil Rights E-Learning Course
  • Afterschool Snacks and Supper in At Risk Areas
  • Feeding Infants

Click here
Step 7: Complete the CACFP Application

Once you have completed the 6 steps, you may access the CACFP web based application at:

www.michigan.gov/meis

Click on the “Michigan Electronic Systems Plus (MEGS+)” link

Bookmark this site as a “favorite” for easy access to the MEGS+ application and/or the monthly claims.
Step 7: Complete the CACFP Application

- Enter your MEIS login username & password (obtained in Step 4)
- Select the fiscal year for the new application under “Start an Application.”
- Click on “Help” on the “Main Menu” for instructions on how to complete application
- Complete & submit the application

**Fiscal year**
October 1 - September 30
A pre-approval site visit will be conducted with you prior to application approval. This pre-approval visit is conducted to:

- Assess application information
- Verify completion of CACFP Webinar Recordkeeping trainings by center key staff
- Review procedures & recordkeeping related to CACFP

Additional training on CACFP policies & procedures will be covered during the site visit, along with any questions you may have.

Your center’s claim date to begin claiming meal reimbursement will be determined during the pre-approval site visit.

Upon final approval of your CACFP application, you will be notified via e-mail & an approval letter mailed to the address provided within the application.
Begin keeping records to support meal reimbursement as soon as possible in the CACFP application process.

Records to maintain:

- Menus for foods served for all participants
- Meal attendance for all meals served to participants
- Center attendance (may differ from meal attendance)
- Receipts & invoices
  - Food (including milk)
  - Food service supplies
  - Administrative costs
- Enrollment Forms
  - Not required for at-risk afterschool programs or emergency shelters
- Income Eligibility Statements, if applicable
  - Not required for at-risk afterschool programs, emergency shelters or Head Start agencies

Record keeping forms are found at:

www.michigan.gov/cacfp

- “Forms and Instructions” Section Header
- “Independent Centers and Sponsors of Centers” Link
Questions?

Contact:
Michigan Department of Education
Child and Adult Care Food Program

Telephone:  517-373-7391
Web site:   www.michigan.gov/cacfp