



**Michigan Department of Education  
Child Nutrition Programs - Security Authorization Form**

School District/Organization/Institution Name	Agreement Number
<b>1. Designated MEIS Applications</b> Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.	
<b>a. CHILD NUTRITION APPLICATION PROGRAM (CNAP)</b> <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - Centers <input type="checkbox"/> Child & Adult Care Food Program - FDCH Sponsor <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program <input type="checkbox"/> The Emergency Food Assistance Program <input type="checkbox"/> Commodity Supplemental Food Program	<b>b. CLAIM FORM</b> <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - C Claim <input type="checkbox"/> Child & Adult Care Food Program - FDCH Claim <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program
<b>c. LEARS - VERIFICATION SUMMARY REPORT</b> <input type="checkbox"/> School Meals Program	<b>d. YEAR END REPORT - SM-4012-A/R</b> <input type="checkbox"/> School Meals Program The Year End Report is not required for schools operating the Special Milk Program ONLY
<b>2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE)</b> I agree to protect my user ID and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Child Nutrition Program data on MEIS, I am certifying the data is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement.	
Signature	Date
Print Name	Title
Email Address	
* If you HAVE already established a MEIS account enter the existing account number above DO NOT CREATE ANOTHER ONE * If you do NOT have a MEIS account number, go to: <a href="http://michigan.gov/meis">http://michigan.gov/meis</a> and click on the MEIS logo box at the top of the screen Click on "Create a MEIS Account" and follow instructions	
Check if you are a: <input type="checkbox"/> <b>Replacement Designee</b> _____ <div style="text-align: right; margin-right: 50px;">Name of Former Designated Individual to be Removed from Security Access</div>	
<b>3. Authorization by Superintendent, Administrator, or Institution Official or Owner</b> <b>Public School Academies: Signature of the School Board President is required</b> I attest that the above named individual is authorized to initiate and electronically submit Child Nutrition Program applications to the Michigan Department of Education and to grant Level 1 "Read Only" or Level 2 "Enter/Edit" access rights to other individuals within the organization.	
Signature of Superintendent/Administrator/Institution Official or Owner (Public School Academy: School Board President)	Title
Print Name	Date
<b>4. Mail or fax form to:</b> Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909 <b>Fax: (517) 373-4022</b>	

This form must be submitted for **each** individual requesting Level 3 "Enter/Certify" security access rights to any of the Child Nutrition Program applications on the Michigan Education Information System (MEIS). Each organization may designate a maximum of two individuals and must submit a separate form for **each** individual to obtain Level 3 access.