Michigan Department of Education
Child Nutrition Programs - Security Authorization Form

1. Designated Michigan Education Information System (MEIS) Applications
   Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.
   a. MICHIGAN ELECTRONIC GRANTS SYSTEM PLUS (MEGS+)
      - School Meals Program
      - Child & Adult Care Food Program - Centers
      - Child & Adult Care Food Program – Family Day Care Home (FDCH) Sponsor
      - Summer Food Service Program
      - Summer Camp Special Milk Program
      - The Emergency Food Assistance Program
      - Commodity Supplemental Food Program
      - Fresh Fruit and Vegetable Program
   b. CLAIM FORM
      - School Meals Program
      - Child & Adult Care Food Program - C Claim
      - Child & Adult Care Food Program - FDCH Claim
      - Summer Food Service Program
      - Summer Camp Special Milk Program
      - The Emergency Food Assistance Program (MiND)
      - Commodity Supplemental Food Program (MiND)
      - Fresh Fruit and Vegetable Program (MiND)
   c. LEARS - VERIFICATION SUMMARY REPORT
      - School Meals Program
   d. YEAR END REPORT - SM-4012-A/R
      - School Meals Program
      The Year End Report is not required for schools operating the Special Milk Program ONLY.

2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE)
   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 ___________________________

   Telephone Number ___________________________

   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: http://michigan.gov/meis 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: □ Replacement Designee ___________________________________________

   Name of Former Designated Individual to be Removed from Security Access ___________________________

3. Authorization by Superintendent, Administrator, or Institution Official or Owner
   Public School Academies: Signature of the School Board President is required
   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 ___________________________

4. Mail or fax form to: Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909.
   Fax: (517) 373-4022

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.

8/2012