

Child and Adult Care Food Program Megs+ Application General Instructions

To complete the CACFP application, scroll down through the Main Menu Forms page, stop at each colored bar, and follow the directions indicated in parentheses next to the title.

Application Agreement Materials: Read the Permanent Agreement and Policy Statement listed under the Application Agreement Materials section of the Main Menu – Forms page. Keep a copy on file of the agreement and Policy Statement (electronically or hard copy).

Sponsor/Site Information: Fill out the Institution Information and Site Listing pages listed under the Institution/Site Information section of the Main Menu. Renewing institutions will have some or all information automatically filled in from the previous years' application. Review and update all information.

Amendment Justification: After the application has been approved and certified, the Amendment Justification link will be activated. Use this link to submit all application amendments.

Institution Information: The Institution Information page must be completed entirely. When the Institution Information page is completed save this page by clicking on the Save button located on the top or bottom of the page. If further instruction is needed, go to the Help page by clicking on Help located near the top or bottom of the page. If any of the information requested on the Institution Information page is not completed an error notice will appear on the top of the page.

Site Listing: Renewing institutions will have a list of current site(s) already listed on this page. Click on each site name to verify that the Applicant Site Information for that site has not changed. At the end of each Site page, verify that all the data for that page is correct by clicking "Yes." Click the "Save" button if the information listed is correct or if changes are entered. New institutions must click on Add a Site to begin completing the Applicant Site Information. When adding a site, do not enter the letters included in your license number. All applicable information on this page must be completed and saved. If further instructions are needed, go to the Help page by clicking on "Help" located near the top or bottom of the page.

Click the "Save" button when the information listed is correct or if changes were made. If any of the information requested on the Applicant Site Information page is not completed, an error notice will appear at the top of the page.

Program Forms:

- All new and renewing institutions must complete each program form. These forms will automatically be listed under Program Forms based on information provided on the Institution Information and Site Listing pages. Click the "Save" button when the information listed is correct or if changes were made. If any of the information requested on the Program Forms is not complete, an error notice will appear at the top of the page. If further instructions are needed, go to the Help page by clicking on "Help" located near the top or bottom of the page.
- To enter the Meal Service Times for each site, click on the yellow folder that is located next to Meal Service Times. Meal Service times can only be viewed in entirety when scrolling to the far right of the page. Click on the underlined Site name to access that page.
- To complete Management Plan forms, click on the yellow folder located next to Management Plan. Click on each link to access the form.

Downloadable Required Documents: Not applicable.

Attachments: This section lists the documents that must be submitted to the Michigan Department of Education (MDE). Refer to the link entitled Instructions to Upload or Mail Files for complete instructions. These attachments will automatically be listed based on information provided on the Institution Information and Site Listing pages. Forms that must be submitted to MDE can be found in the Forms and Instruction section on the CACFP website located at www.michigan.gov/cacfp or click the link for easy access located under Other Forms and Information on CNAP.

Downloadable Prototypes: Not applicable.

Other Forms and Information: The forms have been moved to the CACFP website located at www.michigan.gov/cacfp. Click on the link provided in this section to access forms your institution can use to administer the CACFP.

Administrative Options: This section of the Main Menu is a feature of CNAP.

Add Users: Level 3 (Enter/Certify) users can grant additional users access to the current application as Level 2 (Enter/Edit) or Level 1 (Read Only) users. Review instructions in CNAP Quick Guide for further guidance on adding users.

Request a PDF of this application: After your application has been submitted, you can request a PDF of the application. Click on "Request a PDF of this application". You will receive an e-mail when the PDF of your application is available. Return to the Main Menu under Administrative Options and click on "Request a PDF of this Application" again. Your application will now be available in PDF form. You are required to have the application readily available, either electronic or print. If the application is

amended any time after approval, a new copy of the application must be retained.

View Last Confirmation of Submittal: When the application is successfully submitted, the system will record and display a notice of confirmation of the last submittal. This link can be seen after an application has been submitted. This page also contains the Certification Statement your institution agreed to when the application was certified by the authorized official or designee.

How to use the Menu Bar

Below is a description of each item on the Menu Bar.

Home	The link to return to the page that lists the Application the Institution has for that Fiscal Year. The page also lists different options to use to maintain your CNAP Account.
Main Menu	The link to return to the Main Menu of the current application.
Help	A separate browser window that contains help unique to each page in the CNAP Application
Errors	List of missing or improperly entered information that has been identified in the application. Each error is linked to the page that needs correction before the application can be submitted.
View Comments	A separate browser will display the comments from the application processor regarding the application. Comments can be reviewed whether the application has been approved or returned for modification.
Logout	This link will log the user out of the application.

Submission of the Application: Click the "Submit Application" button. If the application does not contain errors, the system will display the Certification page. The Certification is a confirmation of responsibility regarding all agreements, terms of use, and compliance to participate in the Child and Adult Care Food Program. Enter email address and click the "I Agree" button.

Only an Approved and Certified Application can be amended. To amend, click on Amendment Justification on the Main Menu.

Renewing sites/institutions are approved effective the first of the month prior to that in which all information is received completely and correctly in the

CACFP office, but not before 10/1. This includes all information that needs to be submitted via the CNAP website and information that needs to be mailed or faxed to the CACFP office.

New sites typically are eligible for reimbursement on the effective date granted by the State Agency, but not before 10/1.

Application Status Levels: To keep track of applications within the CNAP system, a status level is applied to the application at every step. There are two distinct status levels, Applicant and Processor. The Applicant status levels are received by the applicant to perform actions such as addition or deletion of data. The Processor status levels allow for the Grants Coordination & School Support (GC&SS) Processors to view the data, comment on the application and then approve and certify the Institution.

The following are the Applicant Status Levels:

In Process of Creation: Applicant has opened the application but has not submitted it.

Modifications Required: Processor has returned the application for needed modifications.

Modifications in Progress: Applicant has opened the application to make modifications but has not yet submitted the modified application.

Amendments in Progress: Applicant has gone back into the application to amend the information previously submitted but has not yet submitted the amended application.

The following are the Processors Levels:

Pending Review: Application has been submitted and is ready for the Processor to look at the application.

Review in Progress: Processor has opened up the application and is reviewing the data before approving it.

Approved, Pending Certification: Application has been approved by the Processor.

Approved and Certified: Application was certified.

Important Reminders: An application/renewal is considered complete and correct when all items required in the instructions have been submitted to the MDE.

During the application process, check the application status in the upper right corner of the main menu of CNAP. New applications are accepted throughout the year.

At the bottom of each page on CNAP, click Save before moving on to the next form.

Remember to verify accuracy of all data. On certain pages “Check here if all data is correct” must be checked prior to saving and moving to the next page.