

Application and Budget Worksheet Amendments

1. Application and budget worksheets are submitted electronically to the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) using the Michigan Electronic Grant System Plus (MEGS+) via the [Michigan Education Information System \(MEIS\) website](http://www.michigan.gov/meis) (<http://www.michigan.gov/meis>).
 - Scroll to the Child Nutrition Programs (CNP) area
 - Scroll to Program Application
 - Click on the link for Michigan Electronic Grant System Plus (MEGS+)
 - Sign into the MEGS+ system
 - Click on "Change Status" at the Main Menu of your CACFP application
 - Make changes to application and/or upload amended budget worksheets
 - Click on change status again to submit the application to MDE
 - When your assigned reviewer has reviewed your application and either approved it or sent it back for modifications, you will receive an automatic e-mail notifying you of the change of status of your application.
2. You must amend your application anytime information in the application changes and submit the changes to MDE.
3. A new monthly budget and budget worksheets must be submitted whenever costs vary 15% or more from the budgeted amount.
4. It is important to keep the names and information of responsible principals, contact person and site directors in your application current.
5. It is critical to keep the e-mail address in your application updated. MDE communicates using this e-mail address. Failure to keep the e-mail address updated will result in your organization not receiving key information on the CACFP.
6. Other Reasons to amend the application and submit a new budget:
 - Changes to salaries and/or benefits, equipment, travel, consultant and/or contract services
 - Line-item increases or decreases in dollar amount
 - When participation increases for decreases
 - When the number of facilities (homes or centers) decreases or increases
 - When an institution changes from self-prep to vended meal services (i.e., a center that used to prepare its own meals now purchases the meals from a food vendor)