

Community Eligibility Application Quick Guide

Local Education Agencies (LEAs) that would like to participate in the Community Eligibility Provision (CEP) are required to submit an application electronically in The Michigan Department of Education (MDE) Michigan Nutrition Data System (MiND).

In order to submit an application you must have the following:

An agency user (Level 3) who has a MEIS account and has completed the security access form; and

A computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

Step 1: Access the Community Eligibility Provision Application

On your browser, go to [Michigan Nutrition Data System Login Page](#)¹

1. Login with a valid MEIS Login and password. Make sure your Child Nutrition Programs Security Access Form is up to date.
2. If you have access to the School Meals Program, you will have access to the CEP application.
3. Select CEP Application from the list of Available Systems.

Step 2: CEP Application in MiND

1. This page is the main CEP Application page. All of your information will be on one page. The first section will be prepopulated with the information for your Local Education Agency.
2. The Site Listing or Qualifying Sites is the next section of the application.
3. As you enter and save your total Enrollment, Direct Certification, Extended Eligibility, and others by site, the percentages and grouping information (if applicable) will be displayed in the table.
4. CEP Eligibility will display the qualifying claiming percentage for the building, group, or entire agency.

Step 3: Entering updated Enrollment and Identified Student Numbers reflective of April 1, 2016

1. Select 'Edit Site Data' to enter information for individual buildings.
2. Columns for Estimated Center for Educational Performance and Information (CEPI) Enrollment and Estimated CEPI Direct Certification are displayed as a guide. The CEPI Enrollment numbers reflect the fall 2015 enrollment count as submitted by the school/district. The CEPI Direct Certification numbers reflect the total number of children in CEPI Enrollment that were directly certified at that time. **NOTE: The CEPI numbers may not reflect your actual numbers.**
3. For each building enter the total enrollment as of April 1, 2016. You must enter the total number of children enrolled that appear on the Direct Certification report for April. You must also enter the total number of children that have been extended the benefit due to an address match, any homeless, migrant, runaway, or any otherwise categorically eligible students in the space provided, if applicable.

Note:

- **You may not include any children that have qualified for free meals based on a paper application. This includes students that have a case number.**
 - **Double check the applications with case numbers as some of these students could be listed on the Direct Certification Report.**
 - **Direct Certification takes precedence over all applications.**
4. Be sure to click on 'Save' before going to the 'Next' Site. You also have the ability to choose exactly which site you would like to edit in the drop-down box as opposed to cycling through all of them alphabetically.

Step 4: Adding a site

1. If you have had a change in building numbers or you are adding a building to your district and they are not listed, you can utilize the "Add a Site" feature. Simply click on 'Add a Site' and the feature will activate. Enter the 5 digit building code and click on 'Check Site'. This will check the sites status and if the site is active and able to be added, the Site Number and Site Name will display to the right. To add the site to the grid click on 'Save.'

Step 5: Reorganizing your sites by group

1. Once you have entered all of your school building's data, you can utilize the grid to refine your selections. Using the check boxes, you can select all or individual sites that you wish to change. Using the drop-down boxes you can reorganize them into a variety of grouping options. Be sure to click 'Update' to initiate your change. If 'No Group' is selected, that building's percentage will be determined on its own. If qualifying all sites together, ensure that all sites are in the same group. The results of your changes will be reflected in 'Group As', 'Grouped Percentage of Certification', and CEP Eligibility.

Step 6: Certifying your application

1. Once you have entered and saved all of your school building's data and you have organized your buildings to your liking, you are ready to certify. The certify button may appear before you are ready to submit. If this is the case, continue to organize your buildings until you are satisfied with their arrangement. Once you are ready to certify, enter your email address as required and click the 'Certify' button.

ⁱ <https://mdoe.state.mi.us/mind/login.aspx>