



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

October 21, 2010

**MEMORANDUM**

TO: Local and Intermediate School Superintendents, Public School Academy Directors, and Nonpublic School Administrators

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Delivery of USDA Foods for School Year 2011-2012

At this time, school districts need to decide how to manage the United States Department of Agriculture (USDA) Foods (commodities) that will be ordered for the 2011-2012 school year.

In order to receive USDA Foods for the 2011-2012 school year, all schools will be required to submit a response to the "Request for Commodity Delivery" application in the Michigan Electronic Grants System (MEGS). Schools will have to choose one of the following options for the delivery of the USDA Foods: (1) join a consortium for commodity diversion, or (2) choose not to participate in the delivery of USDA Foods.

Schools that choose to join a consortium will receive USDA brown box commodities (non-processed), Department of Defense (DoD) fresh fruits and vegetables, and processed foods procured by the consortium through processing contracts.

Schools that choose not to participate in the delivery of commodities will forfeit their commodity entitlement and will not be eligible to receive USDA Foods in school year 2011-2012.

The application in MEGS will be available from October 25 to November 30, 2010. You are required to have your district's authorized official (Level 5) respond by November 30, 2010, even if you choose not to participate in the program. The decision you make will be irrevocable for the 2011-2012 school year. **Instructions to submit your response to the "Request for Commodity Delivery" application in MEGS are attached with this letter.**

To learn more about the consortia, a USDA Foods and Consortia Facts document has been developed to compare the services provided by each consortium. To access this document, go to the Michigan Department of Education (MDE) website at [www.michigan.gov/mde](http://www.michigan.gov/mde). Under Offices choose Grants Coordination and School Support, then go to Office Units and Services and select the Food Distribution Program. Under the Food Distribution Program website, select "USDA Foods and Consortia Facts for SY 2011."

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Please note that several revisions have been made to the Assurances and Certifications for the "Request for Commodity Delivery" application in MEGS for districts agreeing to participate in the commodity program. Below is a summary of those changes:

- a) Your agency shall draw down the balances of donated USDA Foods at the contracted warehouse as well as raw USDA Foods at the processors throughout the school year. If your agency does not draw down balances in a timely manner, your agency may be asked to transfer the balances to another member of the consortium and possibly lose the entitlement dollars associated with these transfers.
- b) Your agency shall maintain records for a period of three (3) years after the end of the fiscal year to which they pertain, or until final resolution of any outstanding audits or claims. Any records that are necessary to complete required monitoring activities shall be maintained by the agency and consortium. These records shall be made available to the Auditor General, the USDA, and/or MDE upon request for the purposes of auditing, examination, and review.
- c) Agencies diverting USDA Foods to processors using the Net Off Invoice (NOI) pass-through-value shall respond to any mandatory sales verification requests from the processor and the MDE.
- d) In the event the agreement between the consortium and the agency is terminated, your agency will continue to receive USDA Foods from the consortium. Any fees associated with joining a consortium and/or ordering USDA Foods will continue to be the responsibility of the agency.

Questions regarding the contents of this letter may be directed to Jaime Malnar at [malnarj1@michigan.gov](mailto:malnarj1@michigan.gov) or phone 517-335-3792.

Attachment

cc: Michigan Education Alliance

## REQUEST FOR COMMODITY DELIVERY Authorized Officials Instructions

**General.** Application for the Delivery of USDA Foods and MEGS.

As the district's authorized official (Level 5) for MEGS, you will need to choose one of the following two options for the delivery of commodities:

- 1) join a consortium for commodity diversion, or
- 2) do not participate in the delivery of USDA Foods.

### Instructions to Submit an Application in MEGS:

1. Level 5, Authorized Officials will log-in to MEGS.

**MICHIGAN Education** Ms. Laurie Mayes

Main Menu Help Logout

Welcome to MEGS, Ms. Laurie Mayes of Hartland Consolidated Schools, [lauriemayes@hartlandschools.us](mailto:lauriemayes@hartlandschools.us), To update your email address click [here](#).

Initiate an Action	Additional Functions	Maintain MEGS Accounts
Make a selection in the drop down menu and then click <b>Initiate</b> .	<ul style="list-style-type: none"><li>• <a href="#">Enter/Update Your GRIF</a></li><li>• <a href="#">Review Grant Applications</a></li><li>• <a href="#">Certification Menu</a></li><li>• <a href="#">Reports Due</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Add Users to MEGS</a></li><li>• <a href="#">Contact Information</a></li><li>• <a href="#">Application Security Level(s)</a></li><li>• <a href="#">Edit Your Agency Information</a></li><li>• <a href="#">Edit Your Contact Information</a></li></ul>

To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the *Help* tab at the top of the page.

[Click here to view all years applications](#)

Click the following links to navigate between grant sections in this page:  
[CNRA \(MSRP State Aid Pre-App\)](#) | [Commodity Food Consortium](#) | [Consolidated Application](#) | [CTE Perkins](#) | [Educational Technology - Competitive](#) | [Educational Technology Plan](#) | [Fresh Fruit and Vegetable Program](#) | [GSRP Formula](#) | [IFER: Flowthrough](#) | [LEA Planning Cycle](#) | [October Free Eligible Counts](#) | [Request for Commodity Delivery](#) | [Safe & Drug-Free Schools](#) | [Sec. 31a Program Report](#) | [Service Provider Self-Review](#) | [Tech Prep](#) | [Title I Comparability](#) | [Title I School Selection](#)

2. Authorized Official will initiate an application from the Main Menu under Initiate an Action. Select "Request for Commodity Delivery" from the drop down menu and click "Initiate."



SUBMIT APPLICATION

**This "Request for Commodity Delivery" application contains the following grant(s):**

Grant	Apply Now/Later
Request For Commodity Delivery	Apply Now

- The current status is **Application In Progress**
- This application is due on **Tuesday, November 30, 2010**
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

**GENERAL INFORMATION**

- [Request for Commodity Delivery](#)

SUBMIT APPLICATION

- Application screen will appear in the color of blue. Under GENERAL INFORMATION heading, select "Request for Commodity Delivery."

Request for Commodity Delivery  
Applicant: Academic and Career Education Academy (56903)  
Application #: 1112-0002 - Modifications Submitted  
User: Mr. Richard Bogard - Consultant

Consultant Overview Application Search Help  
Application Menu Errors Report Menu Edit Information

MEGS+  
CMS Admin Add Help Logout Checklist

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CHECK SPELLING SAVE DELETE  
VIEW PDF

**ACADEMIC AND CAREER EDUCATION ACADEMY (56903)**

**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering USDA Foods:

Name:

Telephone:

Email:

Choose one (1) of the following options for USDA Foods delivery for School Year 2011/2012:

GLC - Great Lakes Consortium  
For questions contact:  
Paul Baumgartner, Food Service Director, (616) 819-2135  
Distributor: Gordon Food Service

SPARC - School Purchasing and Resource Consortium  
For questions contact:  
Katie Petersen, Administrator, (231) 845-5758  
Distributor: SYSCO Food Service

MOR - Macomb, Oakland, and Wayne RESA (restricted to Wayne, Oakland, Macomb, Monroe, Livingston, St. Clair, and Washtenaw counties)  
For questions contact:  
Chuck Wolford, Consultant (734) 334-1511  
Distributor: Van Eerden Food Service

OR if your school does not wish to receive USDA Foods:

Do not want to participate in USDA Foods delivery for School Year 2011/2012

CHECK SPELLING SAVE DELETE  
VIEW PDF

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4. Request for Commodity Delivery Screen will appear. Information regarding your Food Service Director will be preloaded with information taken from your CNAP Application for SY 2010/2011. If the information is incorrect or blank, please complete name, e-mail, and telephone number.

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**ACADEMIC AND CAREER EDUCATION ACADEMY (56903)**

**REQUEST FOR COMMODITY DELIVERY**

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Chuck Wolford, Consultant (734) 334-1511  
Distributor: Van Eerden Food Service

OR if your school does not wish to receive USDA Foods:

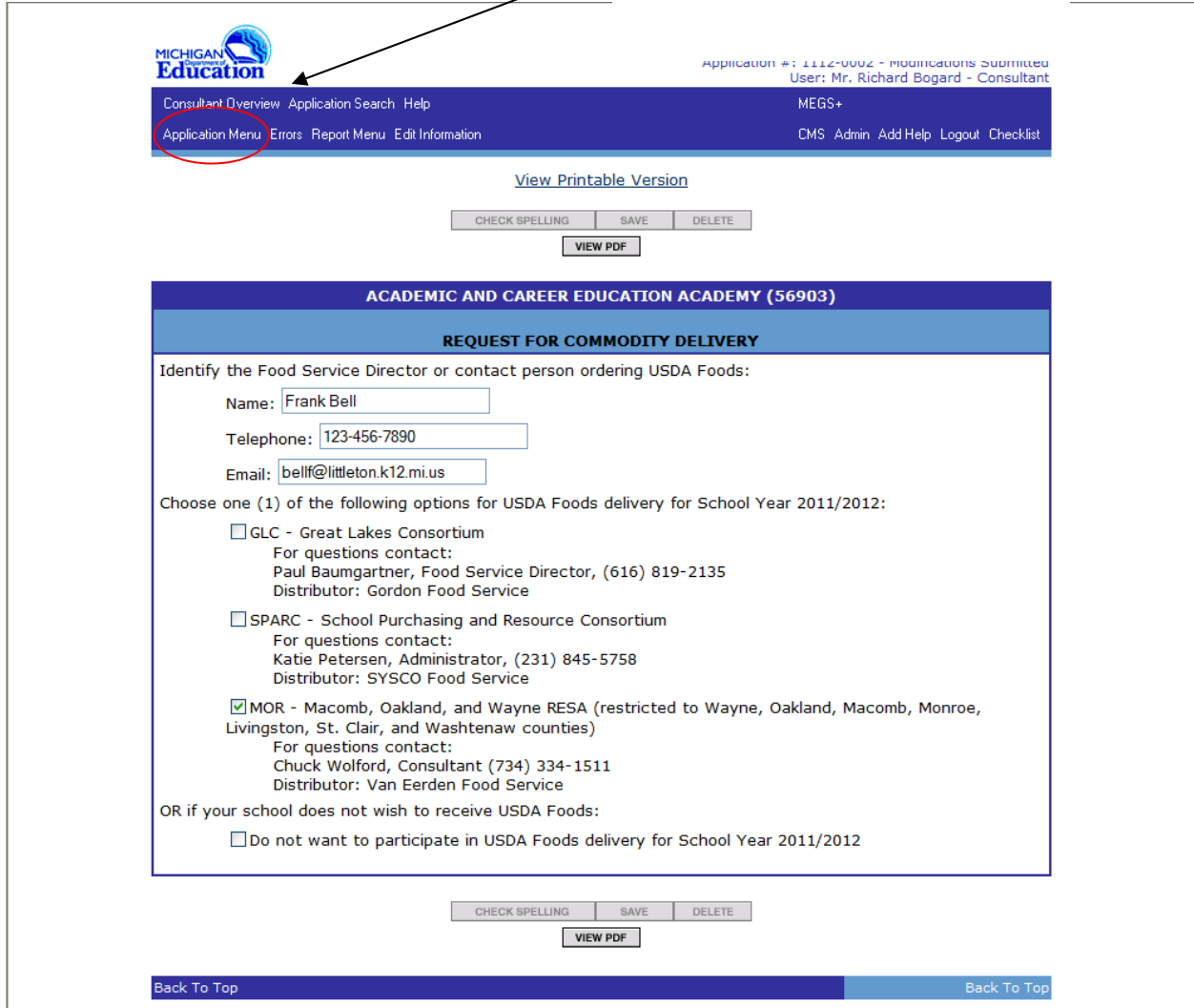
Do not want to participate in USDA Foods delivery for School Year 2011/2012

CHECK SPELLING SAVE DELETE  
VIEW PDF

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5. Select one of the two options provided. Click "Save."

6. Return to the Application Menu by clicking "Application Menu" in upper left corner of screen.



**MICHIGAN Department of Education**

Application #: 1112-0002 - Modifications Submitted  
User: Mr. Richard Bogard - Consultant

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[View Printable Version](#)

CHECK SPELLING SAVE DELETE  
VIEW PDF

**ACADEMIC AND CAREER EDUCATION ACADEMY (56903)**

**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering USDA Foods:

Name:

Telephone:

Email:

Choose one (1) of the following options for USDA Foods delivery for School Year 2011/2012:

- GLC - Great Lakes Consortium  
For questions contact:  
Paul Baumgartner, Food Service Director, (616) 819-2135  
Distributor: Gordon Food Service
- SPARC - School Purchasing and Resource Consortium  
For questions contact:  
Katie Petersen, Administrator, (231) 845-5758  
Distributor: SYSCO Food Service
- MOR - Macomb, Oakland, and Wayne RESA (restricted to Wayne, Oakland, Macomb, Monroe, Livingston, St. Clair, and Washtenaw counties)  
For questions contact:  
Chuck Wolford, Consultant (734) 334-1511  
Distributor: Van Eerden Food Service

OR if your school does not wish to receive USDA Foods:

- Do not want to participate in USDA Foods delivery for School Year 2011/2012

CHECK SPELLING SAVE DELETE  
VIEW PDF

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7. Click "Submit Application." If application is free of errors, it will be submitted.

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Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

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- [View a PDF of this application](#)
- [View a blank PDF](#)

**GENERAL INFORMATION**

- [Request for Commodity Delivery](#)

**SUBMIT APPLICATION**

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8. If not, an error page will appear directing you click each underlined link to go to the page where error is found. Save corrections and resubmit the application.

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**The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:**

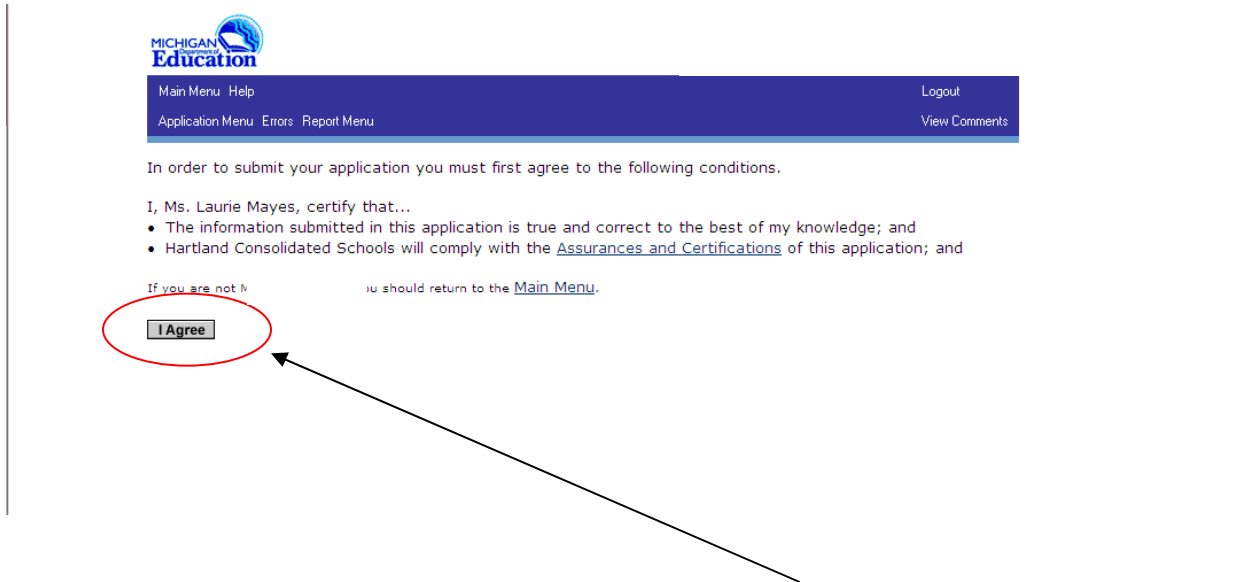
**Application Contacts**

- [Please assign a Main Contact](#)

**General Information / Program Information**

- [Request for Commodity Delivery](#) Your county is not eligible to join this consortium. Return to the Application Menu and make another selection.

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9. You will be directed to a certification page where you will need to print off the "Assurances and Certifications" and click "I Agree" to submit the application.



10. A "Confirmation of Grant Application Submission" screen will appear. You will be directed to print this page for your records.