



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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**Fiscal Year 2013  
Summer Camp Special Milk  
Operational Memorandum No. 1**

**SUBJECT:** Data Universal Numbering System Number for Central Contractor Registration Requirements for Child Nutrition Programs in the Michigan Electronic Grants System Plus (MEGS+)

**DATE:** February 28, 2013

A Data Universal Numbering System (DUNS) number is required for all recipients of Child Nutrition Program (CNP) funds. This number must be included in the Fiscal Year (FY) 2013 Summer Camp Special Milk (SCSM) application. The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed.

If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number, follow the steps in this guide:  
[http://www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf).

**It is recommended that you complete this process now, well in advance of the due date of the FY 2013 SCSM application, as this process may take several days to finalize.**

You must enter your Data Universal Numbering System (DUNS) number into the Educational Entity Master (EEM). Each entity in the EEM should have an assigned EEM authorized user. This person is designated by the superintendent or administrator to make changes in the EEM record(s).

Some child care institutions may not be familiar with the EEM system. If your entity does not yet have an EEM authorized user, go to [http://www.michigan.gov/documents/cepi/20080925\\_EEM\\_security\\_251199\\_7.pdf](http://www.michigan.gov/documents/cepi/20080925_EEM_security_251199_7.pdf) and read the directions carefully. Follow all steps as described in the document. Fax the completed security form to the Center for Educational Performance and Information (CEPI) at the number on the bottom of the security agreement page.

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If you do not know the name of your EEM entity authorized user, send an email message to [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517-335-0505 and choose option 3. Provide your name, your telephone number (including area code and extension), your email address, and your specific questions.

All CNP participants **must** have this information entered into EEM **no later than May 1, 2013**. Failure to complete this process may affect participation in Summer Camp Special Milk.

If you have any questions regarding this memo, please contact the School Nutrition Programs unit at 517-373-3347.

## Michigan Department of Education Summer Camp Special Milk

The following steps are instructions on how to obtain a Data Universal Numbering System (DUNS) Number and to create an agency profile in Education Entity Master (EEM).

### Step 1 Obtain a DUNS Number.

A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. It is a unique nine-digit number obtained to track how federal money is distributed. This may take several days to obtain your number. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

- Go to [www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf) for instructions. Note: the spaces are an "underscore" as in "www.whitehouse.gov/omb/grants/duns(underscore)num(underscore)guide.pdf"
- Once you have obtained your DUNS number, it must be entered into the Education Entity Master, see below. Once that number has been entered into EEM, it will automatically appear in your SFSP application under Sponsor Information.

### Step 2 Create Agency Profile in EEM.

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 4.

- Go to [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition) on the Internet
- Scroll down to How To Apply
- Click on Create Agency Profile in EEM
- Print manual for easy reference

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## Step 3 Create Agency Profile in EEM (con't).

### Community Eligibility Option (CEO)

- [2012-2013 CEO/eRate Guidance From the FCC to USAC](#) PDF
- [2012-2013 CEO Near-Eligible Buildings](#) PDF
- [2012-2013 CEO Eligible Buildings](#) PDF
- [Community Eligibility Option for Michigan](#) PPT
- [CEO Frequently Asked Questions](#) PDF
- [CEO Guidance](#)
- [USED Letter: CEO Impact on Title 1, Educational Programs, and Funding](#) PDF
- [USDA Community Eligibility Fact Sheet](#) PDF
- [USDA Question and Answers](#) DOC
- [Determining Eligibility for CEO](#) DOC
- [CEO Michigan Calculator](#) XLS
- [CEO Sample Letter to Households](#) DOC

### Program Information

- [Summary of USDA Policies](#) XLS
- [National School Lunch Program](#)
- [School Breakfast Program](#)
- [Afterschool Snack Program](#)
- [Special Milk/Summer Camp Special Milk Program](#)
- [Summer Food Service Program](#)
- [Michigan Farm to School](#)
- [Fresh Fruit and Vegetable Program](#)
- [Team Nutrition](#)

### Program Data

- [Breakfast & Lunch Info by District 2011-2012](#) PDF
- [Breakfast & Lunch Info by District 2009-10](#) PDF
- [Breakfast & Lunch Info by District 2008-09](#) PDF
- [School Lunch, Breakfast, AfterSchool Snack Meals Served/Payments Fact Sheet](#) PDF

### How to Apply

- [Create Agency Profile in EEM](#) PDF 
- [Steps Required to Participate in a School Meals Program](#) PDF
- [Michigan Electronic Grants System Plus \(MEGS+\)](#)