



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

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

FROM: Carol Wolenberg, Deputy Superintendent

DATE: October 29, 2007

SUBJECT: Delivery of Commodities for School Year 2008-2009

At this time, school districts need to decide how to manage the United States Department of Agriculture (USDA) donated food commodities that will be ordered for the school year 2008-2009.

In order to receive commodities for the 2008-2009 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) to choose one of the following three options for the delivery of commodities: 1) receive commodities from the State Warehouse System, 2) join a consortium for commodity diversion, or 3) choose not to participate in the delivery of USDA donated commodities.

Schools that choose the State Warehouse System will receive USDA brown box commodities (non-processed) and Department of Defense (DOD) fresh fruits and vegetables. State contracted warehouses will not have processed commodities available to order.

Schools that choose to join a consortium will receive USDA brown box commodities (non-processed), DOD fresh fruits and vegetables, and processed commodities 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 commodities in school year 2008-2009.

The application in MEGS will be available from November 1 to November 30, 2007. You are required to respond by November 30, 2007, for 2008-2009. The decision you make will be irrevocable for the 2008-2009 school year.

Instructions to submit your response to the "Request for Commodity Delivery" application in MEGS is attached with this letter.

Questions regarding the contents of this letter may be directed to Jayme Priest by e-mail to priestj@michigan.gov or phone 517-335-3792.

Attachment

cc: Jon Tomlanovich, MSISA
Tom White, MSBO

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING MICHIGAN 48909
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REQUEST FOR COMMODITY DELIVERY Authorized Officials Instructions

General. Application for the Delivery of Commodities and MEGS.

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

- 1) receive commodities from the State Warehouse System, or
- 2) join a consortium for commodity diversion, or
- 3) do not participate in the delivery of USDA donated commodities.

Instructions to Submit an Application in MEGS:

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

Welcome to MEGS, address click [here](#) To update your email

Initiate an Action	Additional Functions	Maintain MEGS Accounts
Request for Commodity Delivery (FY-2009) ▾ Make a selection in the drop-down menu and then click Initiate .	<ul style="list-style-type: none">• Enter/Update Your GRIF• Review Grant Applications• Certification Menu• Reports Due	<ul style="list-style-type: none">• Add Users to MEGS• Contact Information• Application Security Level(s)• Edit Your Agency Information• Edit Your Contact Information

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.

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."

ADMIT APPLICATION

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

Grant	Apply Now/Action
Request For Commodity Delivery	Apply Now

- The current status is Application In Progress
- This application is due 0

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. Under GENERAL INFORMATION heading, select "Request for Commodity Delivery."

CHECK SPELLING SAVE DELETE

VIEW PDF

PORTLAND PUBLIC SCHOOL DISTRICT (31110)

REQUEST FOR COMMODITY DELIVERY

Identify the Food Service Director or contact person ordering commodities:

Name: Frank Bell

Telephone: 313-335-4500

Email: bellf@littleton.k12.mi.us

Choose one (1) of the following options:

- State contracted warehouse for the commodity delivery for SY 2008/2009
For more information, click [here](#)

OR join one of the consortia for commodity delivery for School Year 2008/2009:

- GLC - Great Lakes Consortium
For questions contact:
Kristen Misiak, Food Service Director at (231) 933-1911
- SPARC - School Purchasing and Resource Consortium
For questions contact:
Katie Petersen, Administrator at (231) 845-5758
- MOR - Macomb Oakland and Wayne RESA (restricted to Wayne, Oakland and Macomb counties)
For questions contact:
Chuck Wolford, Consultant (734) 334-1511

OR if your school does not wish to receive commodities:

- Do not want to participate in USDA donated commodity delivery for School Year 2008/2009

CHECK SPELLING SAVE DELETE

VIEW PDF

- 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 2007/2008. If the information is incorrect or blank, please complete name, e-mail, and telephone number.

MICHIGAN
Department of
Education

Main Menu Help Logout
Application Menu Errors Report Menu Checks View Comments

CHECK SPELLING SAVE DELETE
VIEW PDF

PORTLAND PUBLIC SCHOOL DISTRICT (34110)
REQUEST FOR COMMODITY DELIVERY

Identify the Food Service Director or contact person ordering commodities:

Name: Frank Bell
Telephone: 313-335-4500
Email: bellf@littleton.k12.mi.us

Choose one (1) of the following options:

State contracted warehouse for the commodity delivery for SY 2008/2009
For more information, click [here](#)

OR join one of the consortia for commodity delivery for School Year 2008/2009:

GLC - Great Lakes Consortium
For questions contact:
Kristen Misiak, Food Service Director at (231) 933-1911

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

MOR - Macomb Oakland and Wayne RESA (restricted to Wayne Oakland and Macomb counties)
For questions contact:
Chuck Wolford, Consultant (734) 394-1511

OR if your school does not wish to receive commodities:

Do not want to participate in USDA donated commodity delivery for School Year 2008/2009

CHECK SPELLING SAVE DELETE
VIEW PDF

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

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

The screenshot shows the Michigan Education application interface. At the top left is the Michigan Education logo. A navigation bar contains links for "Main Menu", "Help", "Logout", "Application Menu", "Errors", and "Report Menu". Below this is a "SUBMIT APPLICATION" button. A message states: "This 'Request for Commodity Delivery' application contains the following grant(s):". A table lists the grant details:

Grant	Apply Now/Status
Request For Commodity Delivery	Apply Now

Below the table, two bullet points indicate the status: "The current status is Application In Progress" and "This application is due on". A prompt asks the user to click on links to begin/continue completing the application. A "MANAGEMENT ACTIVITIES" section includes links for "Control Access to this Application", "View a PDF of this application", and "View a blank PDF". A "GENERAL INFORMATION" section includes a link for "Request for Commodity Delivery". Another "SUBMIT APPLICATION" button is present, followed by a "Back To Top" link at the bottom.

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

The screenshot shows the Michigan Education application interface with an error message. The navigation bar and logo are the same as in the previous screenshot. The message states: "The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:". Below this, three sections are listed, each with an underlined link:

- Application Contacts**: [Please assign a Main Contact](#)
- General Information / Program Information**
- Required Documents**

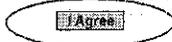
At the bottom, there are "Back To Top" links on both the left and right sides.



In order to submit your application you must first agree to the following conditions

- I hereby certify that
- The information submitted in this application is true and correct to the best of my knowledge
 - The information submitted in this application will comply with the Assurances and Certifications of this application; and

If you are not satisfied with this application, you should return to the [Main Menu](#).



8. 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.



Confirmation of Grant Application Submission

Please print a copy of this page for your records

of _____ submitted the Request for Commodity Delivery application on Monday, October 22, 2007 at 10:53:28 AM

The Michigan Department of Education will send you an e-mail in the near future confirming their receipt of your application. Please note that this application will not be able to be modified/amended in MEGS until it has been reviewed by the Michigan Department of Education. If you have any questions or concerns regarding your application, please consult your Michigan Department of Education representative

Thank you for submitting this application! If you would like to continue using MEGS, please [Click Here to Return to MEGS](#). If you would like to exit the system, please click the logout button at the top of this page



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