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FISCAL YEAR 2012
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #16

TO: Family Day Care Home Sponsors

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: May 23, 2012

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

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 Child and Adult Care Food Program (CACFP) 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. Most intermediate school districts (ISDs), local education agencies (LEAs), and public school academies (PSAs) already have DUNS numbers.

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.

It is recommended that you complete this process now, well in advance of the due date of the FY 2013 CACFP 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).

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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 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.

If you do not know the name of your EEM entity authorized user, send an email message to 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 June 30, 2012**. Failure to complete this process may affect participation in child nutrition programs.

If you have any questions regarding this memo, please contact the CACFP office at 517-373-7391.