



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

JENNIFER M. GRANHOLM  
GOVERNOR

October 23, 2009

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

FROM: Carol Wolenberg, Deputy Superintendent *cw*

SUBJECT: Delivery of Commodities for School Year 2010-2011

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 2010-2011.

In order to receive commodities for the 2010-2011 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 commodities: (1) join a consortium for commodity diversion, or (2) choose not to participate in the delivery of USDA donated commodities.

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 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 2010-2011.

The application in MEGS will be available from November 1 to December 4, 2009. You are required to respond by December 4, 2009, for 2010-2011. The decision you make will be irrevocable for the 2010-2011 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 Jaime Malnar by e-mail to [malnarj1@michigan.gov](mailto:malnarj1@michigan.gov) or phone 517-335-3792.

Attachment

cc: William Mayes, MASA  
David Martell, MSBO  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCSA

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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 two options for the delivery of commodities:

- 1) join a consortium for commodity diversion, or
- 2) 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.

MICHIGAN Department of Education

Main Menu Help

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 **Friday, December 04, 2009**
- [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](#)

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

[CHECK SPELLING](#) [SAVE](#) [DELETE](#)  
[VIEW PDF](#)**AAA - TEST (00003)****REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering commodities:

Name: Telephone: Email: 

Choose one (1) of the following options for commodity delivery for School Year 2010/2011:

- GLC - Great Lakes Consortium (All counties will be served except Gogebic, Ontonagan, and Keweenaw)

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 commodities:

- Do not want to participate in USDA donated commodity delivery for School Year 2010/2011

[CHECK SPELLING](#) [SAVE](#) [DELETE](#)  
[VIEW PDF](#)[Back To Top](#)[Back To Top](#)

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 2009/2010. If the information is incorrect or blank, please complete name, e-mail, and telephone number.

MICHIGAN Education

Consultant Overview Application Search Help LMS Admin Add Help Logout  
Application Menu Errors Report Menu Edit Information Checklist

CHECK SPELLING SAVE DELETE  
VIEW PDF

**AAA - TEST (00003)**  
**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering commodities:

Name:

Telephone:

Email:

Choose one (1) of the following options for commodity delivery for School Year 2010/2011:

GLC - Great Lakes Consortium (All counties will be served except Gogebic, Ontonagan, and Keweenaw)  
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  
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For questions contact:  
Chuck Wolford, Consultant (734) 334-1511  
Distributor: Van Eerden Food Service

OR if your school does not wish to receive commodities:  
 Do not want to participate in USDA donated commodity delivery for School Year 2010/2011

CHECK SPELLING SAVE DELETE  
VIEW PDF

Back To Top Back To Top

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**

Consultant Overview Application Search Help CMS Admin Add Help Logout  
Application Menu Errors Report Menu Edit Information Checklist

CHECK SPELLING SAVE DELETE  
VIEW PDF

**AAA - TEST (00003)**

**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering commodities:

Name:   
Telephone:   
Email:

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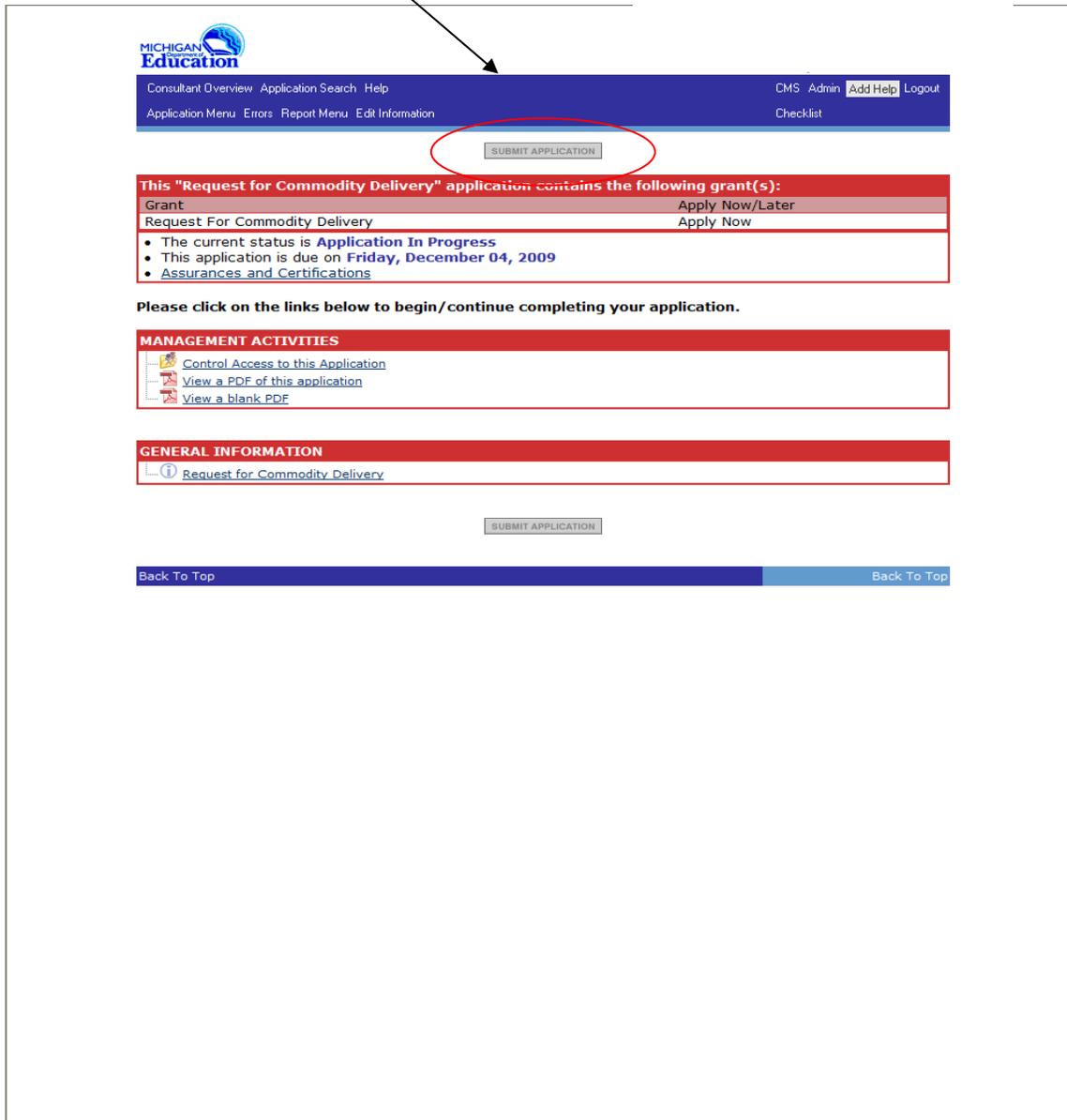
OR if your school does not wish to receive commodities:

Do not want to participate in USDA donated commodity delivery for School Year 2010/2011

CHECK SPELLING SAVE DELETE  
VIEW PDF

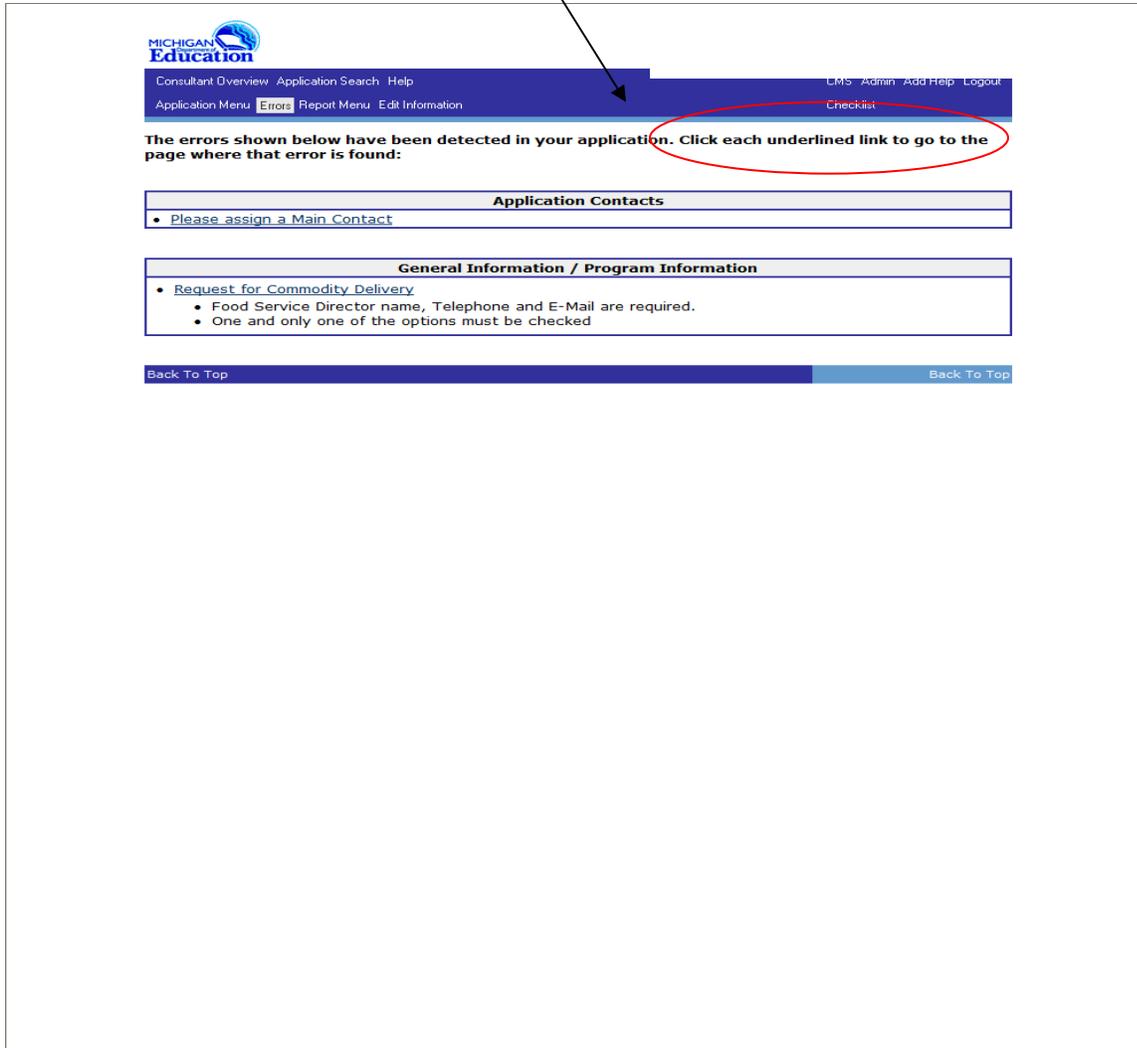
Back To Top Back To Top

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



The screenshot displays the Michigan Education application portal interface. At the top left is the Michigan Education logo. The top navigation bar includes links for Consultant Overview, Application Search, Help, CMS, Admin, Add Help, Logout, Application Menu, Errors, Report Menu, and Edit Information. A Checklist link is also present. A "SUBMIT APPLICATION" button is highlighted with a red circle and an arrow pointing to it from the instruction above. Below this is a red header section stating: "This 'Request for Commodity Delivery' application contains the following grant(s):". A table follows with columns for Grant and Apply Now/Later. The table contains one row: "Request For Commodity Delivery" with "Apply Now" in the second column. Below the table are three bullet points: "The current status is Application In Progress", "This application is due on Friday, December 04, 2009", and "Assurances and Certifications". A red header section titled "MANAGEMENT ACTIVITIES" contains three links: "Control Access to this Application", "View a PDF of this application", and "View a blank PDF". Another red header section titled "GENERAL INFORMATION" contains one link: "Request for Commodity Delivery". A second "SUBMIT APPLICATION" button is located below the general information section. At the bottom of the page are two "Back To Top" buttons.

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.



The screenshot shows the Michigan Education application interface. At the top left is the Michigan Education logo. A navigation bar contains links for Consultant Overview, Application Search, Help, LMS, Admin, Add Help, and Logout. Below this is another navigation bar with Application Menu, Errors, Report Menu, Edit Information, and Checklist. A red circle highlights the 'Errors' link, with an arrow pointing from the text above to it. Below the navigation is a message: "The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:". There are two error sections: "Application Contacts" with one error: "Please assign a Main Contact"; and "General Information / Program Information" with one error: "Request for Commodity Delivery", which includes sub-errors: "Food Service Director name, Telephone and E-Mail are required." and "One and only one of the options must be checked". At the bottom, there are "Back To Top" buttons on both sides.



- 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.

**Ms. Michelle Zielinski of Academic and Career Education Academy submitted the Request for Commodity Delivery application on Wednesday, October 14, 2009 at 4:09:44 PM.**

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.

PRINT

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