



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

October 20, 2011

MEMORANDUM

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

FROM: Carol Wolenberg, Deputy Superintendent *Cawl*

SUBJECT: Delivery of USDA Foods for School Year 2012-2013

This memorandum provides guidance for school districts to manage School Year (SY) 2012-2013 United States Department of Agriculture (USDA) Foods (commodities).

In order to receive USDA Foods for SY 2012-2013, all schools will be required to submit a response to the "Request for USDA Foods Delivery" application in the Michigan Electronic Grants System Plus (MEGS+). Schools must 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 foods (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 USDA Foods will forfeit their commodity entitlement and will be ineligible to receive USDA Foods in SY 2012-2013.

The application in MEGS+ will be available from October 24 to November 30, 2011. Your district's authorized official (Level 5) must respond by November 30, 2011, even if your district chooses not to participate in the program. The decision made by your school district will be irrevocable for SY 2012-2013. **Instructions to submit your district's response to the "Request for USDA Foods Delivery" application in MEGS+ are attached with this memorandum.**

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Page 2
October 20, 2011

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, click here:

http://www.michigan.gov/documents/mde/USDA_Foods_and_Consortia_Facts_SY12-13_Final_366406_7.pdf

Questions regarding the contents of this memorandum may be directed to Deidra Tyrrell at tyrrelld1@michigan.gov, phone 517-373-8642, or to Jaime Malnar at malnarj1@michigan.gov, phone 517-335-3792.

Attachment

cc: Michigan Education Alliance

Request for USDA Foods Delivery

1) Access MEGS+ at <https://mdoe.state.mi.us/megsplus/>.



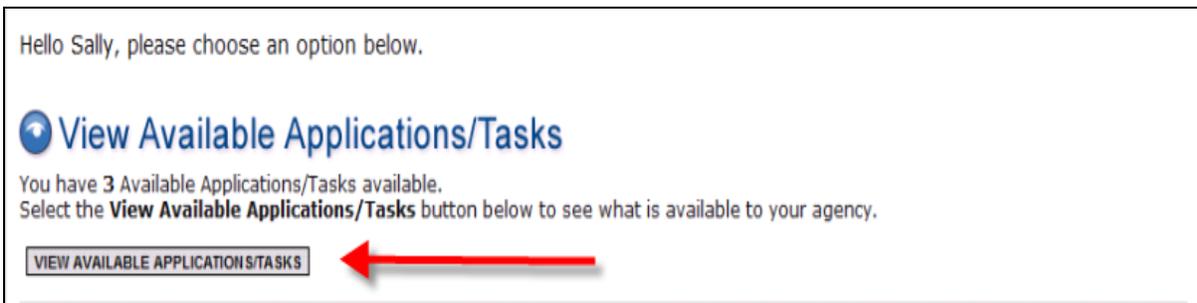
The screenshot shows the Michigan Department of Education's MEGS+ login page. At the top, there are logos for Michigan Education and Michigan.gov. Below the logos, there are navigation links: "IntelliGrants Home" and "Grant Portal Home" on the left, and "MEGS+ Home", "Contact MDE", and "MDE Home" on the right. The main content area features a "Login" section with "Username" and "Password" input fields and a "LOGIN" button. Below the login section, there is a welcome message: "Welcome to the Michigan Electronic Grants System, MEGS+." followed by instructions: "This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your Username and Password in the text boxes and click the 'Login' button to begin using MEGS+."

Or in current MEGS click on the MEGS+ link in the upper right corner:



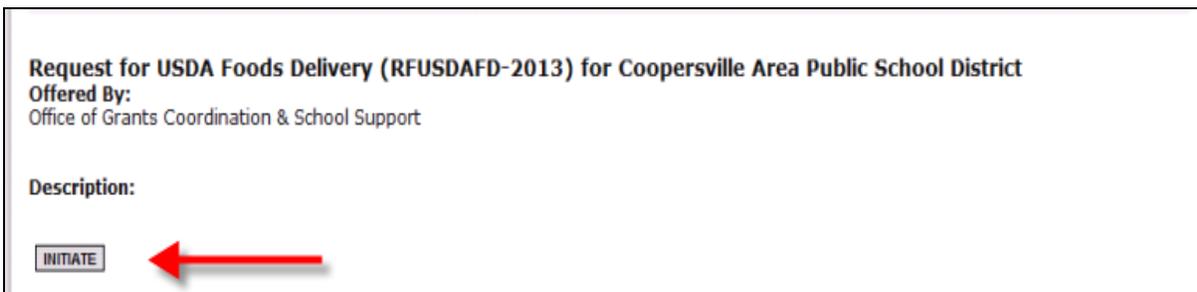
The screenshot shows a navigation bar with "Main Menu" and "Help" on the left, and "MEGS+ Logout" on the right. A red arrow points to the "MEGS+" link.

2) A Level 5, Authorized Official, must initiate by clicking the View Available Applications/Tasks button.



The screenshot shows a message: "Hello Sally, please choose an option below." Below the message, there is a blue link with a magnifying glass icon: "View Available Applications/Tasks". Below the link, there is a message: "You have 3 Available Applications/Tasks available. Select the View Available Applications/Tasks button below to see what is available to your agency." Below the message, there is a button labeled "VIEW AVAILABLE APPLICATIONS/TASKS" with a red arrow pointing to it.

3) Click the Initiate button for Request for USDA Foods Delivery.



The screenshot shows a page titled "Request for USDA Foods Delivery (RFUSDAFD-2013) for Coopersville Area Public School District". Below the title, it says "Offered By: Office of Grants Coordination & School Support". Below that, there is a "Description:" section. At the bottom of the description section, there is a button labeled "INITIATE" with a red arrow pointing to it.

4) Click the I Agree button for Request for USDA Foods Delivery.

Agreement

Please make a selection below to continue.

Do you agree?



5) Click the View Management Tools button to assign the Main Contact and to assign other users, if applicable.

Request for USDA Foods Delivery - 2013

Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [RFUSDAFD-2013-70120-00004](#)

[Details](#)

 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.

 **Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

 **View Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.



 **Examine Related Items**

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

5a) Click the Add/Edit People link.

Request for USDA Foods Delivery - 2013

Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Application Menu: [RFUSDAFD-2013-70120-00027](#)

[Details](#)

Management Tools

 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

 **ADD/EDIT PEOPLE** 
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

5b) Assign a Main Contact. Click the Save button in the upper right hand corner.



 [Back](#)

Request for USDA Foods Delivery - 2013 - Add/Edit People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Application Menu: [RFUSDAFD-2013-70120-00026](#)

[Details](#)

Person Search

Enter a name or partial name:

Current People Assigned

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified
<input checked="" type="checkbox"/>	Sally Rosel	Coopersville Area Public School District	MEGS: Level 5 Authorized Official	<input type="text"/>	9/20/2011	Grant System
<input checked="" type="checkbox"/>	Ms. Catherine Kloska	Coopersville Area Public School District	MEGS +: Level 5 Authorized Official	<input type="text" value="Main Contact"/> <input type="text" value="Secondary Contact"/> <input type="text" value="Add'l Email Recipient"/>	9/20/2011	Grant System

6) Access the application menu by clicking the Application Menu Number link.

Request for USDA Foods Delivery - 2013 - Add/Edit People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Application Menu: [RFUSDAFD-2013-70120-00027](#) 

[Details](#)

7) Click the View/Edit button to access the important information and to complete the application.

Request for USDA Foods Delivery - 2013
Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [RFUSDAFD-2013-70120-00004](#)

[Details](#)

 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.



7a) Click the Request for USDA Foods Delivery link.

Request for USDA Foods Delivery - 2013
View/Edit

Please complete all required forms below.

Application Menu: [RFUSDAFD-2013-70120-00004](#)

[Details](#)

Forms

Status	Page Name	Notes	Created By	Last Modified By
	Cover Page			
	Assurances and Certifications			
General Information				
	Request for USDA Foods Delivery 		Sally Rosel 9/15/2011 1:05:43 PM	

7b) Complete the page.

- Confirm that the prepopulated name, telephone, and email address of the Food Service Director or contact person for ordering USDA Foods is correct. If not, amend the information.
- Choose one of the three options for the delivery of USDA Foods for School Year 2012/2013.
- If your school does not wish to receive USDA Foods, then choose the option of not participating in the delivery of USDA Foods for School Year 2012/2013. Schools choosing not to participate must complete this step and continue the application process.
- Click Save button in the upper right hand corner of the screen and then continue application process to submit application.

SAVE DELETE PRINT VERSION ADD NOTE GLOBAL ERRORS

[Back](#)

Application Menu: [RFUSDAFD-2013-70120-00029](#)

[Details](#)

Created By: Rosel, Sally on 9/28/2011 12:05:55 PM
Modified By: Rosel, Sally on 9/28/2011 12:09:14 PM

You are here: > [Request for USDA Foods Delivery Menu](#) > [View/Edit Menu](#) > General Information

REQUEST FOR USDA FOODS 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 2012/2013:

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

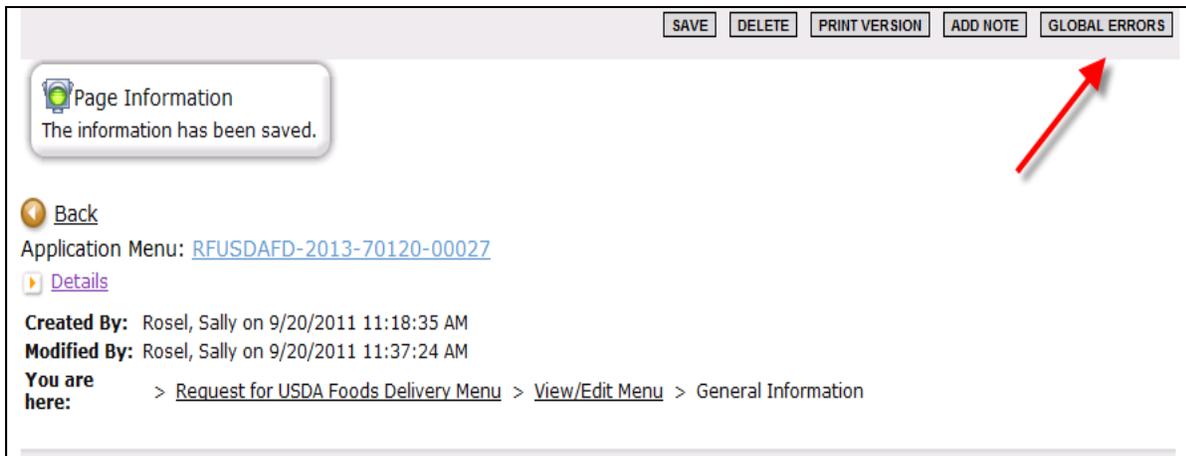
SPARC - School Purchasing and Resource Consortium
For questions contact:
Katie Petersen, Administrator, (231) 845-5758
Distributor: SYSCO Food Service

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 2012/2013

8) Click the Global Errors button in the upper right hand corner to determine if there are any errors.



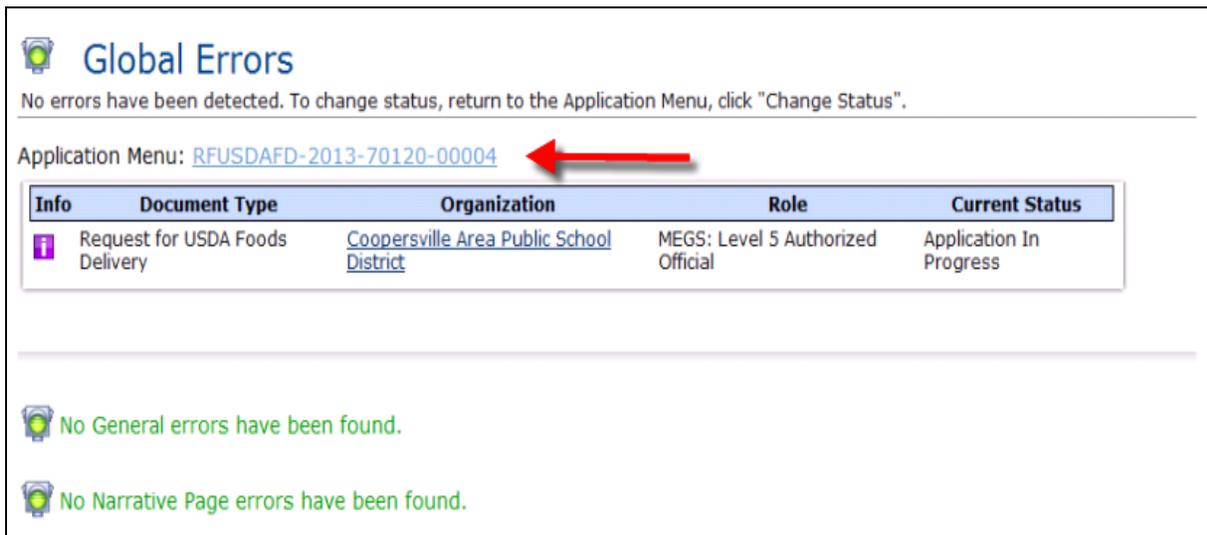
SAVE DELETE PRINT VERSION ADD NOTE GLOBAL ERRORS

 Page Information
The information has been saved.

 Back
Application Menu: [RFUSDAFD-2013-70120-00027](#)
 Details

Created By: Rosel, Sally on 9/20/2011 11:18:35 AM
Modified By: Rosel, Sally on 9/20/2011 11:37:24 AM
You are here: > [Request for USDA Foods Delivery Menu](#) > [View/Edit Menu](#) > General Information

9) If errors are identified, select the links that are provided below to navigate to the appropriate page(s) to correct the errors. When there are no errors, click on the Application Menu Number link to access the application menu.



Global Errors

No errors have been detected. To change status, return to the Application Menu, click "Change Status".

Application Menu: [RFUSDAFD-2013-70120-00004](#)

Info	Document Type	Organization	Role	Current Status
	Request for USDA Foods Delivery	Coopersville Area Public School District	MEGS: Level 5 Authorized Official	Application In Progress

 No General errors have been found.

 No Narrative Page errors have been found.

10) To submit the application, click the View Status Options button.

Request for USDA Foods Delivery - 2013

Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [RFUSDAFD-2013-70120-00004](#)

[Details](#)

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.



10a) Click the Application Submitted link to submit the application.

Request for USDA Foods Delivery - 2013

Change the Status

Select a button below to execute the appropriate status push.

Application Menu: [RFUSDAFD-2013-70120-00004](#)

[Details](#)

Possible Statuses



11) Before the application can be submitted, you must agree to the following conditions, and click the I Agree button.

Agreement

Please make a selection below to continue.

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

I, Sally Rosel, certify that...

- * The information submitted in this application is true and correct to the best of my knowledge; and
- * Coopersville Area Public School District will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and
- * The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not Sally Rosel you should return to the Main Menu.

If you would like to include notes about this status change, please supply them below.

0 of 2000



12) User will return to Change the Status screen. Click the Details link.

Request for USDA Foods Delivery - 2013

Change the Status

Select a button below to execute the appropriate status push.

Application Menu: [RFUSDAFD-2013-70120-00026](#)

[Details](#)



13) Current Status indicates that the Application has been submitted by the Level 5, Authorized Official .

Request for USDA Foods Delivery - 2013

Change the Status

Select a button below to execute the appropriate status push.

Application Menu: [RFUSDAFD-2013-70120-00026](#)

[Details](#)

Program Name	Agency	Application Security Level	Current Status
Request for USDA Foods Delivery	Coopersville Area Public School District	MEGS: Level 5 Authorized Official	Application Submitted