



Michigan Farm to Program Directory

User Guide for Buyers

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Introduction

[The Michigan Farm to Program Directory](#) is a searchable database of both suppliers and buyers of Michigan-grown products. This directory was developed by the Michigan Department of Education (MDE) Farm to Program team and its partners to make it easier for food program operators to procure and serve local Michigan foods in schools, childcare centers, and community service agencies across the state, and to help Michigan farmers and food suppliers connect with customers.

MDE administers [10 Cents a Meal for Michigan’s Kids and Farms](#), which incentivizes local purchasing in Child Nutrition Programs by offering grants to pay for half the cost of Michigan grown minimally processed fruit, vegetable, and dry bean purchases. The Directory will primarily support grantees of the 10 Cents a Meal Program. All 10 Cents a Meal Program grantees and other sponsors of Child Nutrition Programs in Michigan are automatically registered in the Directory. Other buyers are welcome to manually register for the Directory. Visit [our website](#) to find more information about how to use the Farm to Program Directory.



Overview

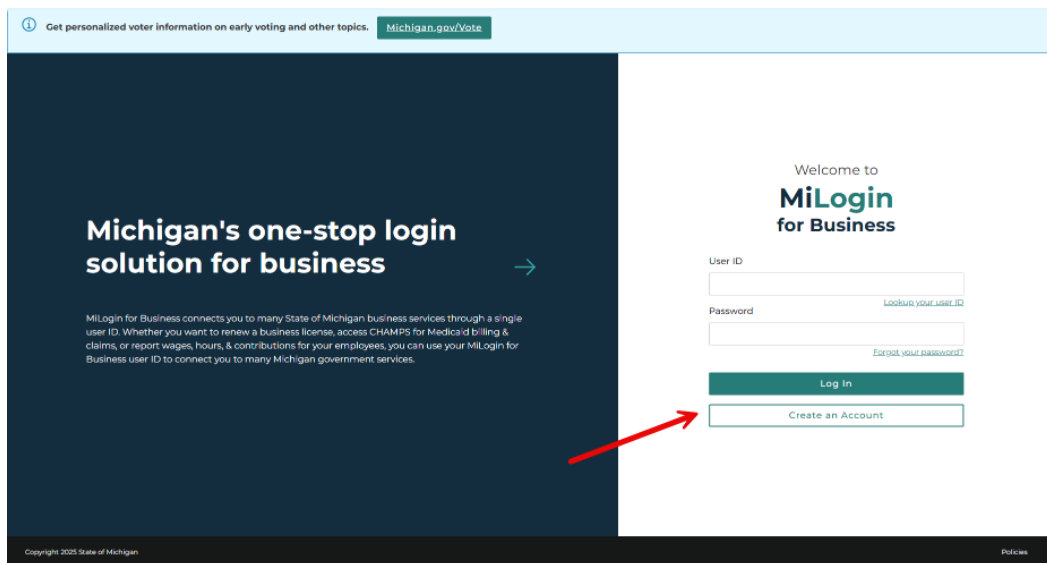
This user guide explains how to add your business or organization to the Farm to Program Directory as a buyer of Michigan-grown foods. It will walk you through each step in the process. If you have already completed any step, skip that step, and move on to the next.

Getting Started: MI Login for Business

All users who would like to create a new profile or edit an existing profile in the Michigan Farm to Program Directory must log in through [MI Login for Business](#). If you already have a MI Login for Business Account, then you can skip ahead to [Requesting Access to the Directory](#). If you do not already have a MI Login for Business account, please follow the instructions below.

[Creating an Account](#)

1. Open the link to [MI Login for Business](#).
2. Click “Create an Account.”





5. Enter your name (a) and agree to the Terms and Conditions (b). Click “Next Step” (c).

MiLogin for Business

Help Contact Us

< Previous Step

Step 3 of 10

Profile Information →

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Enter your information

First Name **a)**

Middle Initial (optional)

Last Name Suffix (optional)

b) I agree to the Terms & Conditions.

c)

6. To verify your account, select whether you would prefer to receive a passcode via text message or voice call. Enter the passcode that you received and proceed to the next step.

MiLogin for Business

Help Contact Us

< Previous Step

Step 7 of 10

Verification method →

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Select a verification method

We need to make sure you're really you. Please select a verification method below to confirm your identity.

a) **Text Message**
You will receive a passcode via a text message to your **mobile phone** ending with **5969**

or

b) **Voice Call**
You will receive a passcode via a voice call to your **mobile phone** ending with **5969**

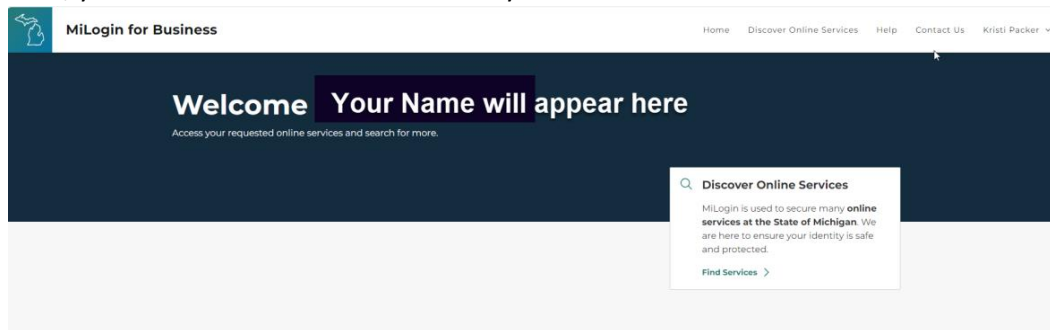


7. Choose a user ID that starts with your last name and first initial and ends with four numbers. Enter it in the box (a) and click “Next Step” (b).

8. Choose a password that is at least 8 characters and contains at least one upper case letter, one lower case letter, and one number, and one symbol. Enter it in both boxes (a and b) and click “Create Account” (c).



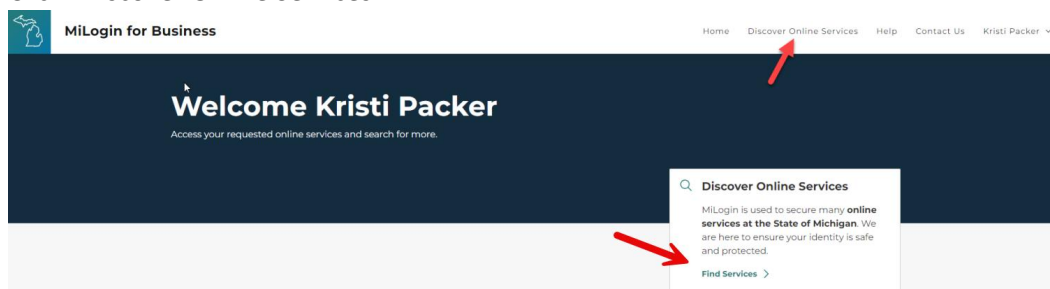
- Next, you will see a welcome screen with your name. Your account has been created.



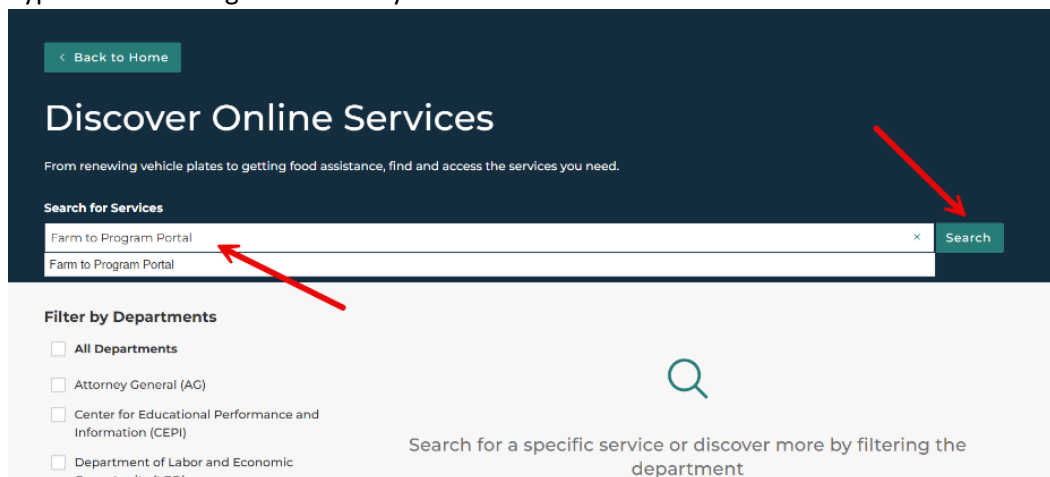
Requesting Access to the Directory

To make edits, you will access the Farm to Program Directory by clicking the link on your [MI Login for Business](#) home page. If you already have the link, you can skip ahead to the [Managing Buyer Profile\(s\) in the Directory](#) section. If you don't already have the link, please follow the instructions below.

- Log in to your [MI Login for Business](#) account.
- Click "Discover Online Services."



- Type "Farm to Program Directory" into the search bar and click the Search button.





4. Click on the “>” in the Farm to Program Directory box.

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

Farm to Program Portal Search

Filter by Departments

- All Departments
- Attorney General (AG)
- Center for Educational Performance and Information (CEPI)
- Department of Labor and Economic Opportunity (LEO)
- Department of Military and Veteran's Affairs (DMVA)
- Department of Technology, Management and Budget (DTMR)

Michigan Department of Education (MDE)

Farm to Program Portal

The Farm to Program Directory is a searchable database of both suppliers and buyers of Michigan-grown products. This directory was developed by the Michigan Department of Education and its partners to make it easier for food program operators to procure and serve Michigan fresh produce in schools, childcare centers, and community service agencies across the state, and to help Michigan farmers and food suppliers connect with Child Nutrition Program customers.

5. Agree to the Terms and Conditions and click “Request Service.”

[Back](#)

MICHIGAN Department of Education

Farm to Program Portal

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Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security.

By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions.

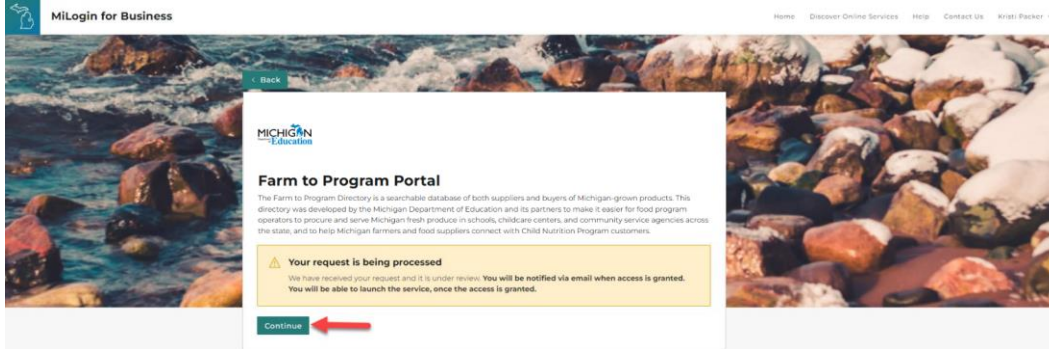
Most notable, users must:

I agree to the Terms & Conditions

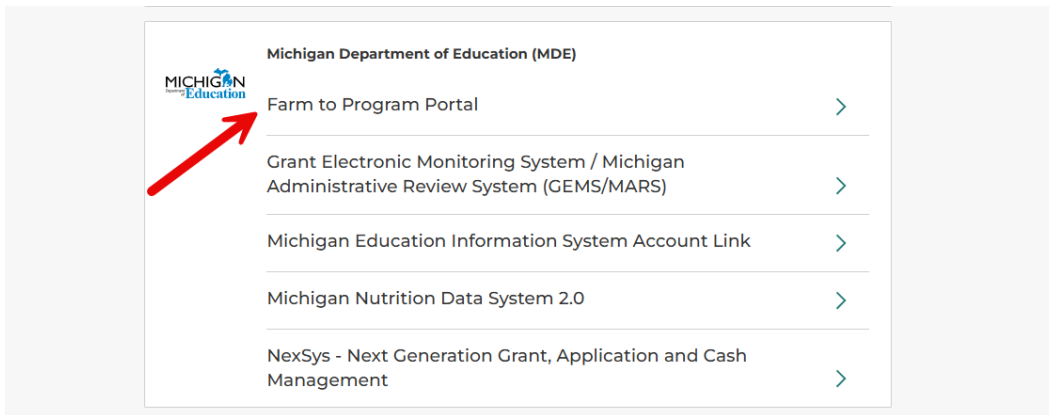
Request Service



6. Click “Continue,” then log out of the system.



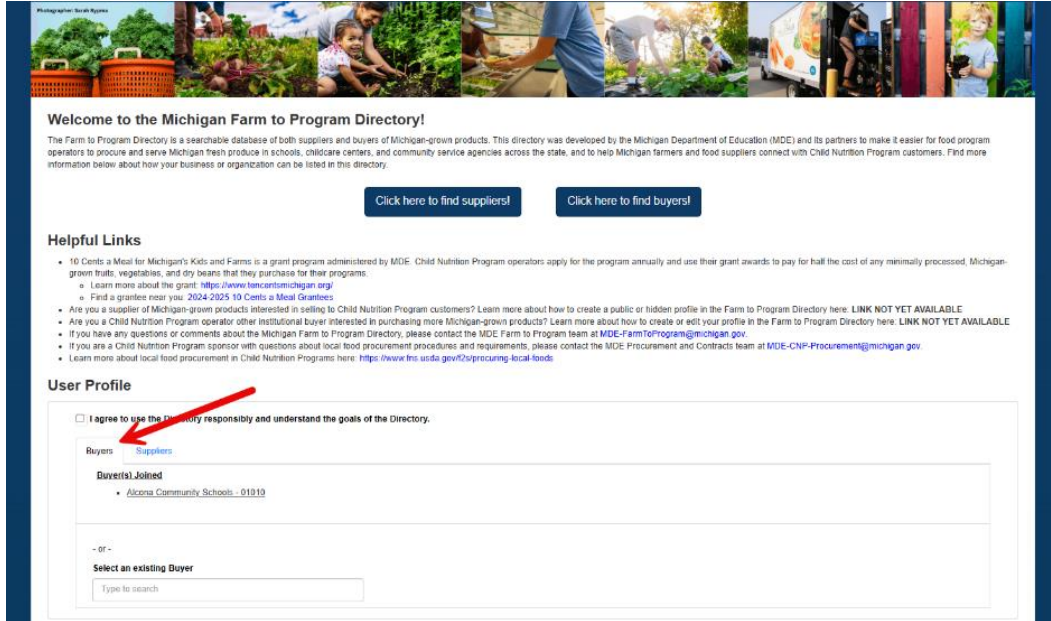
7. When you log back in, the Farm to Program Directory link will appear on your home page, under the MDE section.





Managing Buyer Profiles in the Directory

Log in to your [MI Login for Business](#) account to open the MI Login home page. Then, click on the Farm to Program Directory link under the MDE section. When you open the Directory, you will see a User Profile section on the landing page. This section is only visible when you access the Directory through MI Login. It will not appear if you open the public-access link to the Directory without logging in first. By default, the Buyers tab is selected.



Creating a New Profile

Note: All Michigan Child Nutrition Program sponsors are automatically registered in the Directory. Do not create a new profile if you are already registered in the Directory. Skip to the [Editing Buyer Profiles](#) section to make changes to your profile.

1. Before you create a new profile, you should always double check that your business is not already listed in the directory. First, look at the “Buyer(s) Joined” list in the User Profile section. If you see your business already listed there, skip ahead to [Step 4](#) in the Editing Buyer Profiles section. Otherwise, proceed with the next step.



Welcome to the Michigan Farm to Program Directory!

The Farm to Program Directory is a searchable database of both suppliers and buyers of Michigan-grown products. This directory was developed by the Michigan Department of Education (MDE) and its partners to make it easier for food program operators to procure and serve Michigan fresh produce in schools, childcare centers, and community service agencies across the state, and to help Michigan farmers and food suppliers connect with Child Nutrition Program customers. Find more information below about how your business or organization can be listed in this directory.

[Click here to find suppliers!](#) [Click here to find buyers!](#)

Helpful Links

- 10 Cents a Meal for Michigan's Kids and Farms is a grant program administered by MDE. Child Nutrition Program operators apply for the program annually and use their grant awards to pay for half the cost of any minimally processed, Michigan-grown fruits, vegetables, and dry beans that they purchase for their programs.
 - Learn more about the grant: <https://www.tencentsmichigan.org/>
 - Find a grantee near you: [2024-2025 10 Cents a Meal Grantees](#)
- Are you a supplier of Michigan-grown products interested in selling to Child Nutrition Program customers? Learn more about how to create a public or hidden profile in the Farm to Program Directory here: [LINK NOT YET AVAILABLE](#)
- Are you a Child Nutrition Program operator or other institutional buyer interested in purchasing more Michigan-grown products? Learn more about how to create or edit your profile in the Farm to Program Directory here: [LINK NOT YET AVAILABLE](#)
- If you have any questions or comments about the Michigan Farm to Program Directory, please contact the MDE Farm to Program team at MDE-FarmToProgram@michigan.gov.
- If you are a Child Nutrition Program sponsor with questions about local food procurement procedures and requirements, please contact the MDE Procurement and Contracts team at MDE-CNP-Procurement@michigan.gov.
- Learn more about local food procurement in Child Nutrition Programs here: <https://www.fns.usda.gov/2iprocuring-local-foods>

User Profile

I agree to use the Directory responsibly and understand the goals of the Directory.

Buyers [Suppliers](#)

Buyers(s) Joined

- Alcona Community Schools - 01910

- or -

Select an existing Buyer

Type to search

2. Start typing your business name in the “Select an existing Buyer” search box to check whether a profile has already been created for your business. All Michigan Child Nutrition Program sponsors are automatically registered in the Directory. If your business name appears on the list, skip ahead to the [Editing Buyer Profiles](#) section. If your business name is not listed, proceed with the next step to create a new profile.

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User Profile

I agree to use the Directory responsibly and understand the goals of the Directory.

Buyers [Suppliers](#)

Buyers(s) Joined

- Alcona Community Schools - 01910

- or -

Select an existing Buyer

Type to search



3. Click the checkbox to agree to use the Directory responsibly.
4. Click the link to create a new buyer profile.

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- Learn more about local food procurement procedures and requirements for Child Nutrition Programs here: <https://www.fns.usda.gov/2ip/procuring-local-foods>

User Profile

I agree to use the Directory responsibly and understand the goals of the Directory.

Buyers [Suppliers](#)

Buyer(s) joined

- Alcona Community Schools - 01010

[Click here to create a new Buyer Profile](#)

- or -

Select an existing Buyer

Type to search [Join](#)

5. Complete the questionnaire to provide information about your business to interested suppliers. To learn more about each question, including which ones are required, refer to the [Buyer Questionnaire](#) section.
6. Click Save at the bottom of the page.

Other Preferences

Delivery day Preferences

Monday Tuesday Wednesday Thursday Friday No Preference

Delivery time Preferences

6-9am 9am-12pm 12-3pm 3-5pm

Willing to travel within my county to pick up food? Yes No

Do you require any food safety certifications?

GAP

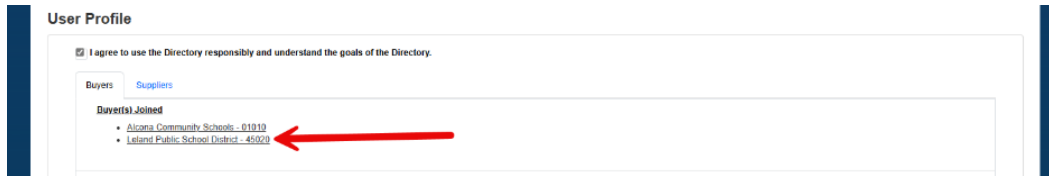
Other:

[Save](#)

7. To return to the landing page, click on the Michigan Farm to Program Directory heading.

Michigan Farm to Program Directory
Michigan Department of Education

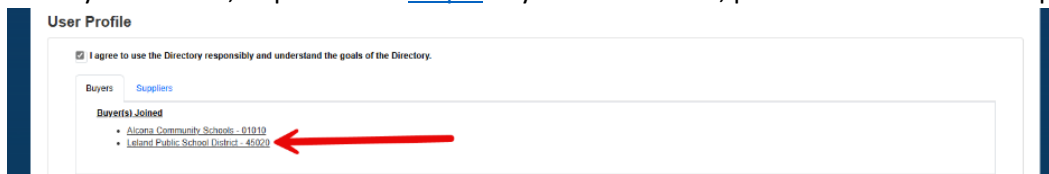
- Your business name will now appear on the “Buyer(s) Joined” list in the User Profile section of your landing page.



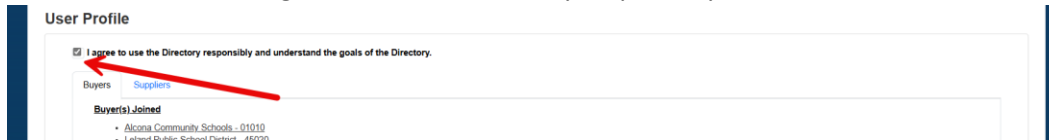
To learn how to make edits to your profile after you have saved and left the page, skip ahead to the [Editing Buyer Profiles](#) section.

Editing Buyer Profiles

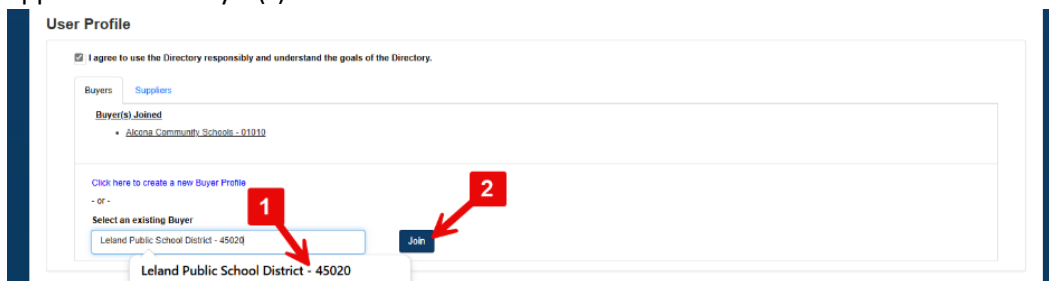
- To edit a buyer profile in the Directory, your business name must first appear on the “Buyer(s) Joined” list in the User Profile section of your landing page. If you see your business name already listed here, skip ahead to [Step 4](#). If you do not see it, proceed with the next step.



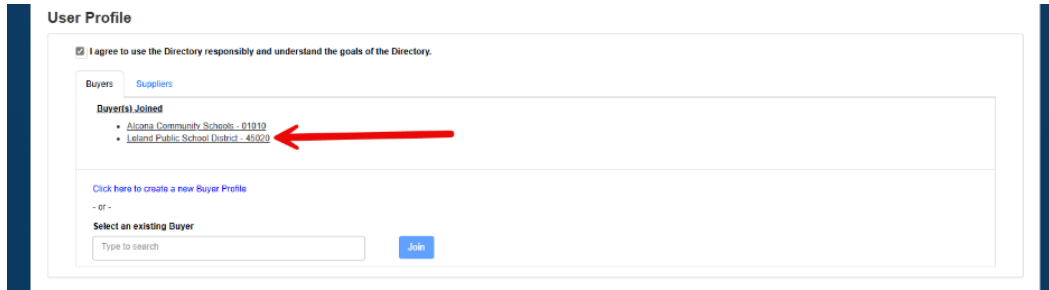
- Click the checkbox to agree to use the Directory responsibly.



- Type the name of your organization or business into the “Select an existing Buyer” search box. Select the correct name from the dropdown list, then click “Join.” Your business name will then appear under “Buyer(s) Joined.”



4. Click on your business name under “Buyer(s) Joined.”



User Profile

I agree to use the Directory responsibly and understand the goals of the Directory.

Buyers [Suppliers](#)

Buyer(s) Joined

- Alcona Community Schools - 61819
- Leland Public School District - 45029

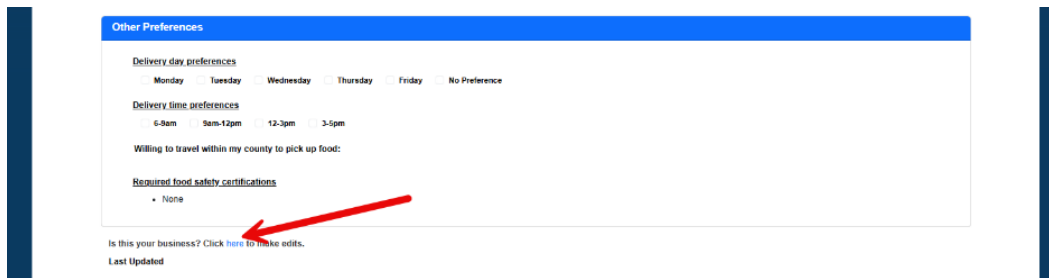
[Click here to create a new Buyer Profile](#)

- or -

Select an existing Buyer

Type to search

5. Scroll to the bottom of the Buyer Profile page and find where it says, “Is this your business?” Click “here” to make edits.



Other Preferences

Delivery day preferences

Monday Tuesday Wednesday Thursday Friday No Preference

Delivery time preferences

6-9am 9am-12pm 12-3pm 3-5pm

Willing to travel within my county to pick up food: Yes No

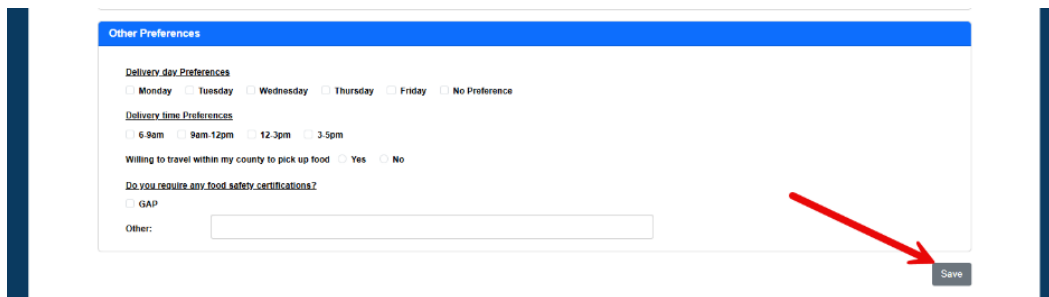
Required food safety certifications

- None

Is this your business? [Click here to make edits.](#)

Last Updated

6. You can delete or change any information that you have already added to your buyer profile, or you can add new information. To learn more about each question, including which ones are required, refer to the [Buyer Questionnaire](#) section.
7. When you are done making changes, make sure to scroll to the bottom of the page and click the Save button.



Other Preferences

Delivery day Preferences

Monday Tuesday Wednesday Thursday Friday No Preference

Delivery time Preferences

6-9am 9am-12pm 12-3pm 3-5pm

Willing to travel within my county to pick up food: Yes No

Do you require any food safety certifications?

GAP

Other:

8. To return to the landing page, click on the Michigan Farm to Program Directory heading.





Buyer Questionnaire

When you edit a buyer profile in the Michigan Farm to Program Directory, you will respond to a questionnaire that includes some required and some optional questions. This questionnaire is designed to gather information that will help potential vendors learn about the products and services that you would like to purchase. The questionnaire topics are listed below in the order that they appear in the Directory. If you think something important is missing from this questionnaire, please contact us at MDE-FarmToProgram@michigan.gov with your feedback.

Note: Buyer information for Child Nutrition Program operators is automatically imported from your Coordinated Application in NexSys. If you need to make changes to the Buyer Name, County, Address, or CNP Contact Information listed in the Directory, please edit your Coordinated Application, and the updates will appear in the Directory within 1-2 days.

- **Buyer Name** (required)
- **County** (optional)
- **Address** (required)
- Preferred Contact Information
 - **Contact Name** (optional)
 - **Email Address** (optional)
 - **Phone Number** (optional)
- Product Requests – Only Michigan-grown minimally processed fruits, vegetables, and dry beans are eligible to be purchased with 10 Cents a Meal grant funds. These products are the focus of the Directory. However, you are welcome to list other Michigan-grown or Michigan-made products that you would like to purchase in the “Other...” sections.
 - **Order Preferences** (optional) – Select from the following choices: Fresh, whole produce; Fresh, whole, washed produce; Cut and washed produce; Cut and frozen produce; Cut and dried produce; No preference; Other (describe)
 - **Types of Michigan-grown fruits** (optional) – Select the types of Michigan-grown fruits you are interested in buying, from the following choices: Apples, Apricots, Blackberries, Blueberries, Cherries, Cranberries, Grapes, Melons, Other Berries, Mulberries, Nectarines, Peaches, Pears, Plums, Raspberries, Saskatoons, Strawberries, and Watermelon.
 - **Other Fruits** (optional) – Click “Add Row,” then type in the name of a Michigan-grown fruit or Michigan-made fruit product that is not listed in the previous section.
 - **Types of Michigan-grown vegetables** (optional) – Select the types of Michigan-grown vegetables you are interested in buying, from the following choices: Asparagus, Beets, Broccoli, Brussels Sprouts, Cabbage, Carrots, Cauliflower, Celery, Sweet Corn, Cucumbers, Eggplant, Fennel, Garlic, Green Beans (yellow, wax, Italian), Cooking Greens, Herbs, Artichokes, Sunchokes, Kale, Kohlrabi, Leeks, Lettuce, Mushrooms, Okra, Onions (mature and green), Parsnips, Peas, Peppers (sweet and hot), Potatoes, Radishes, Rhubarb, Romanesco, Other Root Vegetables, Rutabaga, Salad Greens/Mix, Shoots/Sprouts/Microgreens, Spinach, Summer Squash, Sweet Potatoes, Tomatoes, Tomatillos, Turnips, and Winter Squash.



- **Other Vegetables** (optional) – Click “Add Row,” then type in the name of a Michigan-grown vegetable or Michigan-made vegetable product that is not listed in the previous section.
- **Types of Michigan-grown dry beans/legumes** (optional) – Select the types of Michigan-grown dry beans/legumes you are interested in buying, from the following choices: Black Beans, White Beans, Red Beans, Great Northern Beans, Kidney Beans, Navy Beans, Cannellini Beans, Garbanzo Beans, and Pinto Beans.
- **Other Beans/Legumes** (optional) – Click “Add Row,” then type in the name of a Michigan-grown bean/legume or Michigan-made bean/legume product that is not listed in the previous section.
- **Types of other Michigan-grown products** (optional) – Click “Add Row,” then type in the name of a Michigan-grown or Michigan-made product that does not fall into the fruit, vegetable, or bean/legume categories.
- **Other Preferences**
 - **Delivery day preferences** (optional) – select the days of the week when you prefer to receive food deliveries.
 - **Delivery time preferences** (optional) – select the times of day when you prefer to receive food deliveries).
 - **Willing to travel within my county to pick up food** (optional) – respond yes or no to indicate whether you are willing to travel to pick up food.
 - **Do you require any food safety certifications?** (optional) – select or describe and food safety certifications that you require your suppliers to maintain.

Summary

