



Michigan Farm to Program Directory

User Guide for Suppliers

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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. Therefore, suppliers participating in the Directory must be able to provide to customers the name and county of the farm where food items were grown, to comply with the reporting requirements of the 10 Cents a Meal grant.

Farmers, food hubs, and other suppliers of local Michigan foods that are interested in selling local foods to Michigan schools, childcare centers, and community service agencies can create a profile to be listed in the Michigan Farm to Program Directory by following the instructions in this user guide. Visit [our website](#) to find more information about how to use the Farm to Program Directory.



Overview

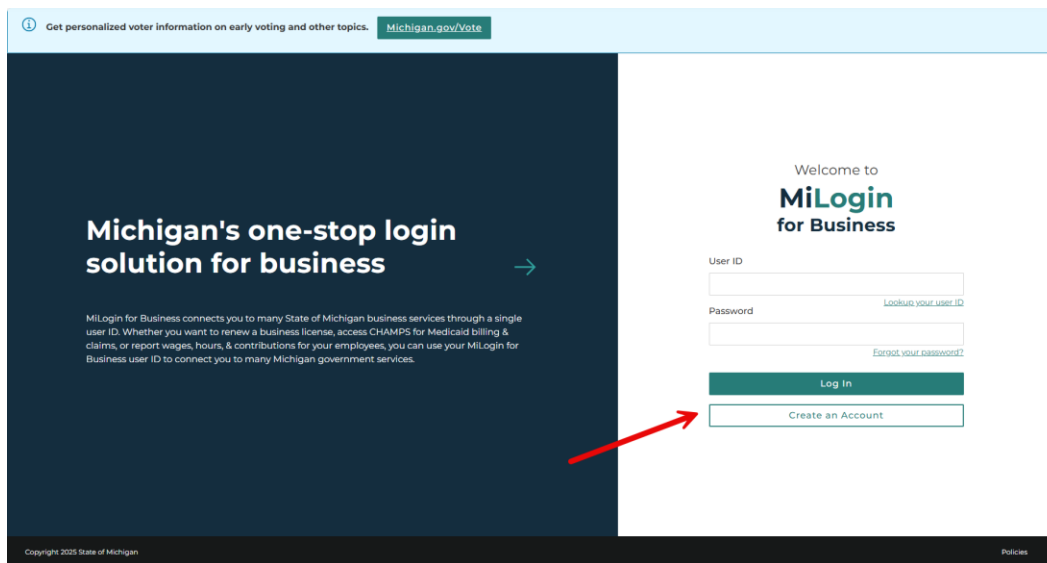
This user guide explains how to add your business to the Farm to Program Directory as a supplier of Michigan-grown foods. It will walk you through all the steps in the process outlined below. If you have already completed any step, skip that step and move on to the next.

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.”





3. Enter your email address (a) and check the box that you are not a robot (b). Click “Next Step” (c).

4. A passcode will be sent to the email address that you entered in step 3. Enter this passcode into the box (a) and click “Next Step” (b).



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

The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation menu with 'Profile Information' selected, indicated by a right-pointing arrow. Above it is 'Step 3 of 10' and a progress indicator with 10 circles, the 3rd being filled. On the right, the 'Enter your information' form has three input fields: 'First Name' (labeled 'a)'), 'Middle Initial (optional)', and 'Last Name' (with a 'Suffix (optional)' dropdown). Below these is a checkbox labeled 'b)' and 'I agree to the Terms & Conditions.' At the bottom of the form is a green button labeled 'Next Step' (labeled '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.

The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation menu with 'Verification method' selected, indicated by a right-pointing arrow. Above it is 'Step 7 of 10' and a progress indicator with 10 circles, the 7th being filled. On the right, the 'Select a verification method' section explains that a passcode will be sent. Two options are listed: 'Text Message' (with a red arrow pointing to it) and 'Voice Call' (with a red arrow pointing to it). The 'Text Message' option notes the passcode will be sent to a mobile phone ending with 5969, and the 'Voice Call' option notes it will be sent to a 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).

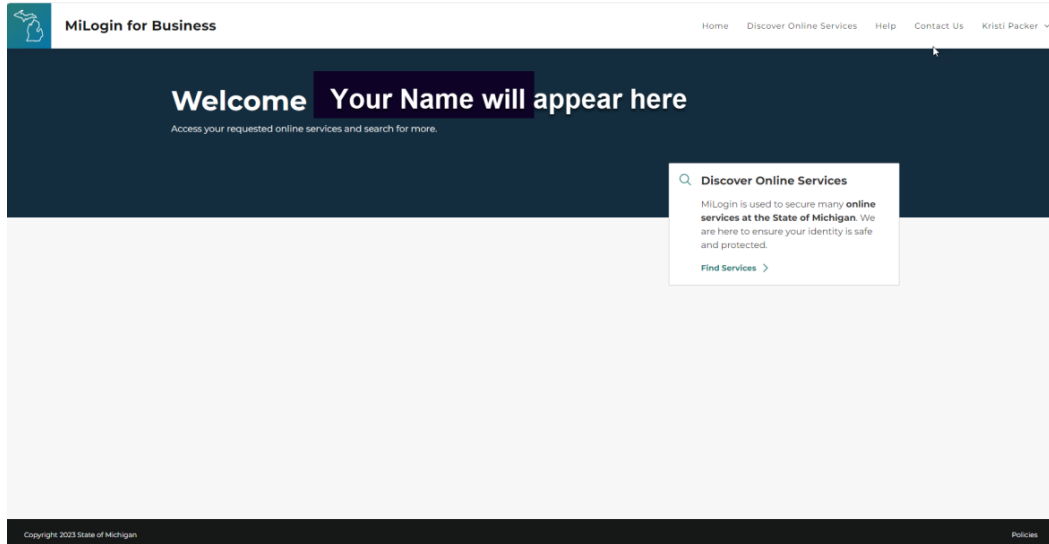
The screenshot shows the 'MiLogin for Business' interface at Step 9 of 10, titled 'User ID'. On the left, a progress bar shows 9 out of 10 steps completed. The main content area on the right is titled 'Create your user ID' and includes the following text: 'The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.' Below this are 'ID Guidelines': 'Must start with your last name and first initial', 'Must end with 4 numbers', and 'Must not contain special characters or spaces'. A 'User ID' input field is labeled 'a)' and contains the text 'PackerK0000'. A blue information box below the field states: 'Your user ID should be PackerK0000 where 0000 is four numbers of your choosing.' A green 'Next Step' button is labeled 'b)'. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

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).

The screenshot shows the 'MiLogin for Business' interface at Step 10 of 10, titled 'Password'. On the left, a progress bar shows 10 out of 10 steps completed. The main content area on the right is titled 'Create your password' and includes the text: 'Choose something secure, but also something you can remember.' Below this are 'Password Guidelines': 'Must be at least 8 characters in length', 'Should not be based on your User ID', 'Must contain at least one upper and lower case letters, a number, and a symbol (@#\$-&)', and 'Confirm password must match new password'. There are two input fields: 'Password' labeled 'a)' and 'Confirm Password' labeled 'b)'. A green 'Create Account' button is labeled 'c)'. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.



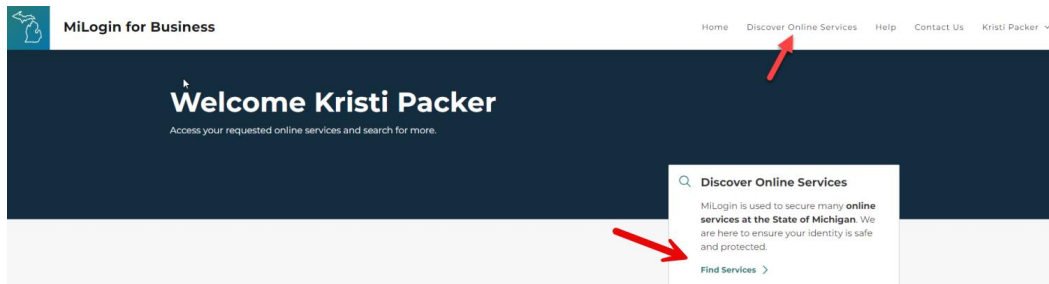
9. Next, you will see a welcome screen with your name. Your account has been created.



Requesting Access to the Directory

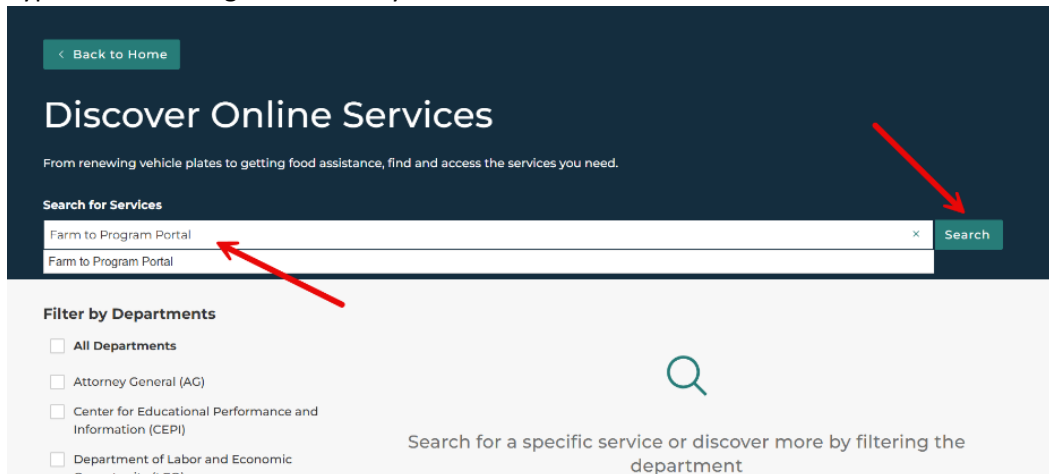
To make edits, you will access the Farm to Program Directory by clicking the link on your [MI Login for Business](#) home page. If you already have the link, you can skip ahead to the [Managing Supplier Profiles in the Directory](#) section. If you don't already have the link, please follow the instructions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

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

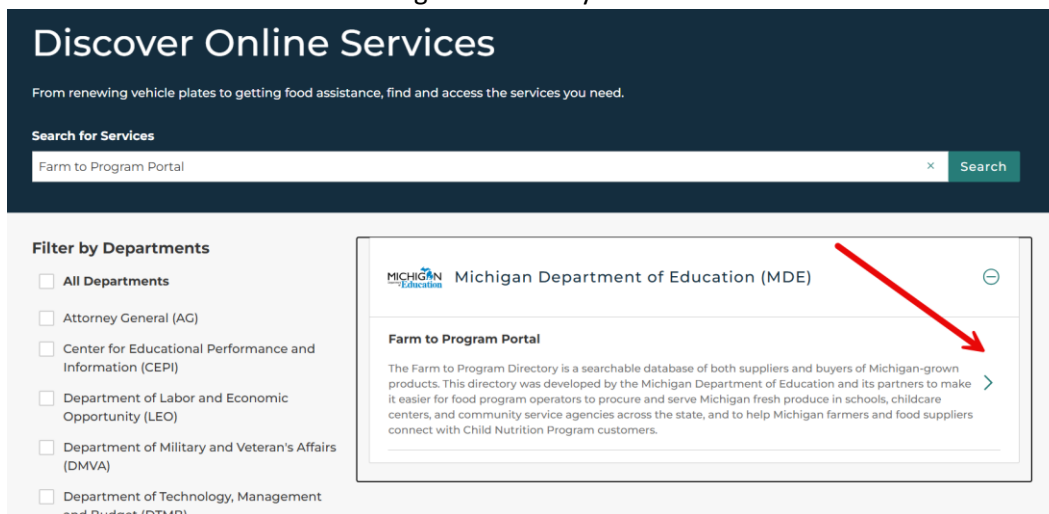




3. Type "Farm to Program Directory" into the search bar and click the Search button.

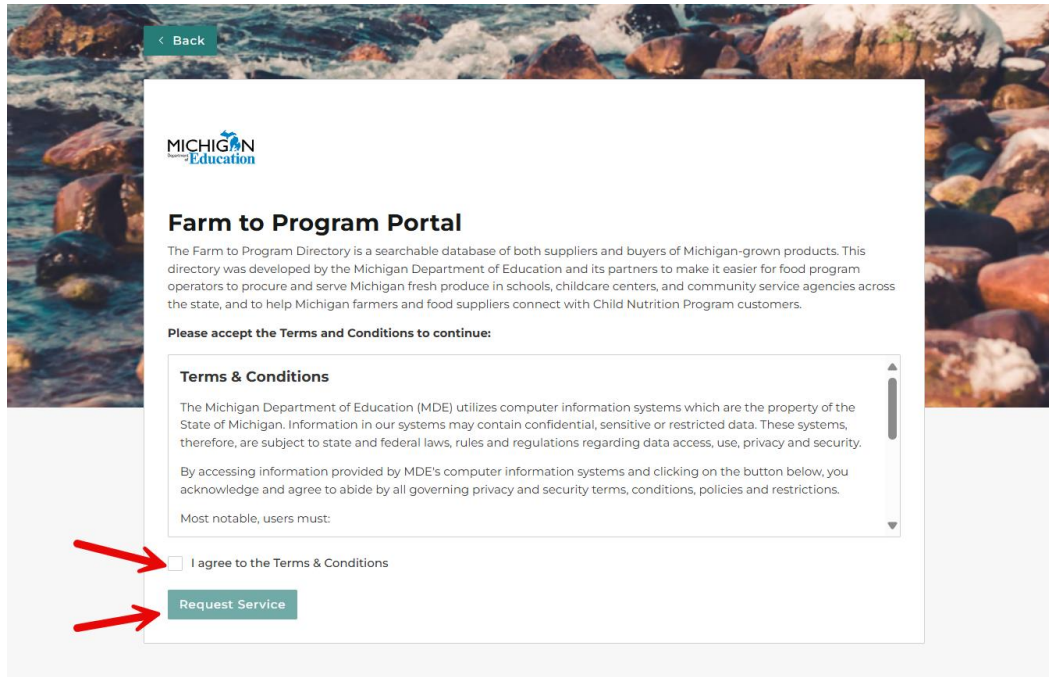


4. Click on the ">" in the Farm to Program Directory box.

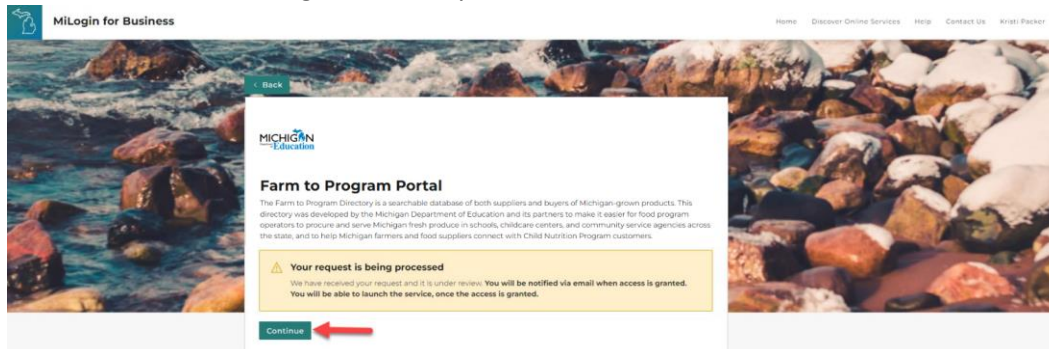




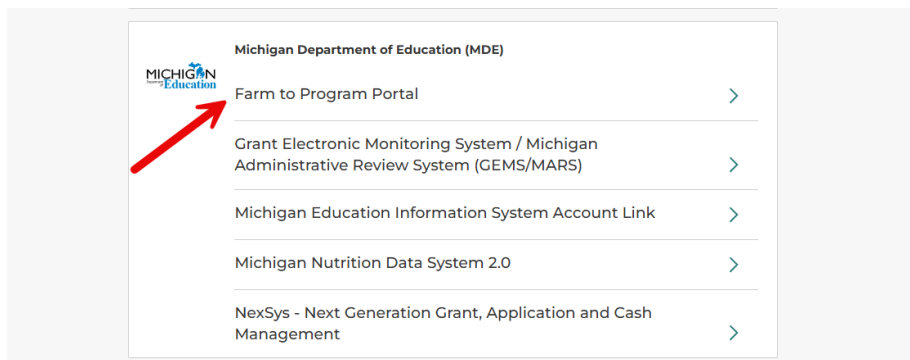
5. Agree to the Terms and Conditions and click “Request Service.”



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 Supplier 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.

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/2s/procuring-local-foods>

User Profile

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

[Buyers](#) [Suppliers](#)

Supplier(s) Joined

- None

- or -

Select an existing Supplier

Type to search



Creating a New Profile

1. Open the Suppliers tab under the User Profile section. By default, the Buyers tab is selected.

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User Profile

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

[Buyers](#) **[Suppliers](#)**

Supplier(s) Joined

- None

- or -

Select an existing Supplier

Type to search

2. 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 "Supplier(s) Joined" list in the User Profile section. If you see your business already listed here, skip ahead to [Step 5](#) in the Editing Supplier Profiles section. Otherwise, proceed with the next step.

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

Helpful Links

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User Profile

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

[Buyers](#) **[Suppliers](#)**

Supplier(s) Joined

- Flint Fresh
- Bluebird Farm and Gardens

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

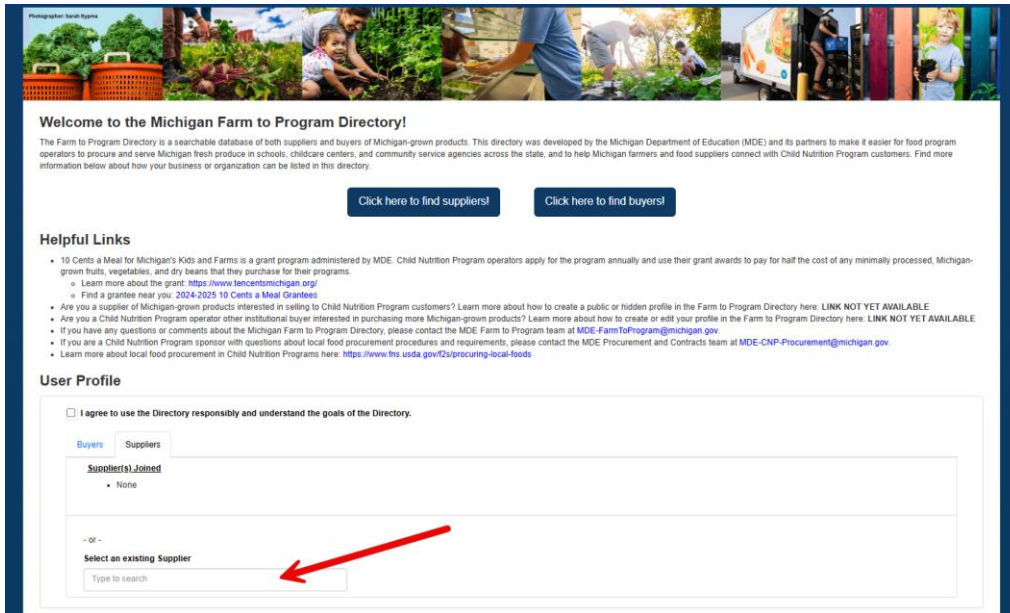
- or -

Select an existing Supplier

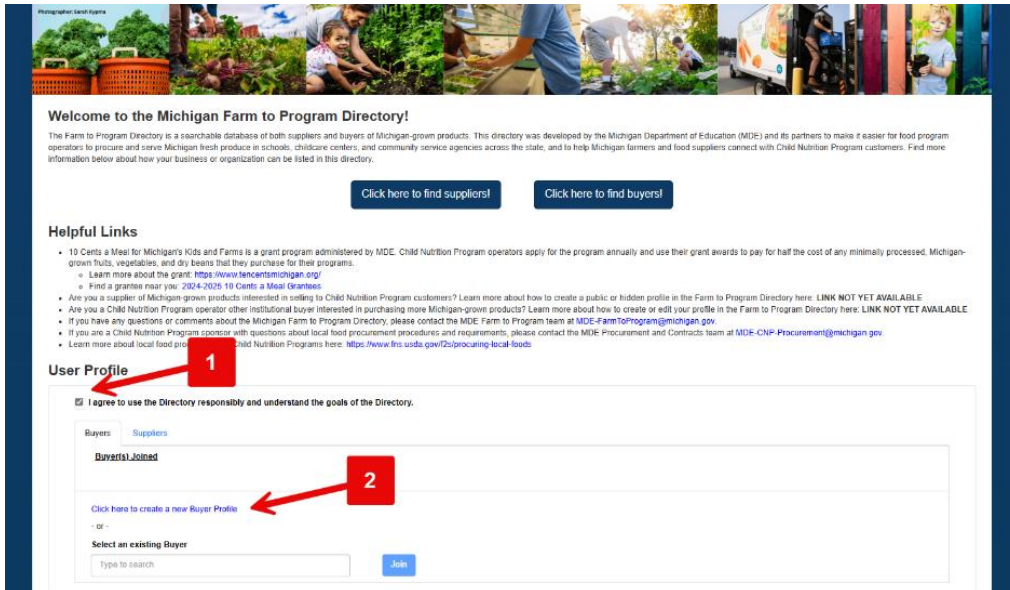
Type to search [Join](#)



3. Start typing your business name in the “Select an existing Supplier” search box to check whether a profile has already been created for your business. If your business name appears on the list, skip ahead to the [Editing Supplier Profiles](#) section. If your business name is not listed, proceed with the next step to create a new profile.



4. Click the checkbox to agree to use the Directory responsibly.
5. Click the link to create a new supplier profile.





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

Nondiscrimination agreement
This directory primarily supports institutions that participate in federal Child Nutrition Programs, such as schools, childcare centers, and community service agencies. These programs are bound by the [USDA Nondiscrimination Statement](#). The Michigan Department of Education and recipients of federal Child Nutrition Program funding across the State do not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Additionally, administrators and recipients of funding from 10 Cents a Meal for Michigan's Kids and Farms, a state-funded program, abide by the provisions of The Elliott-Larsen Civil Rights Act. The Michigan Department of Education and recipients of 10 Cents a Meal funding across the State do not use discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status.

By participating in this directory, you acknowledge MDE's commitment to nondiscrimination and our expectation of nondiscrimination when interacting with our customers.

Your agreement is required for participation in the Farm to Program Directory, and MDE reserves the right to remove your business's information from the Directory.

I Agree

Food Safety Agreement
Millions of meals are served to children in schools, childcare centers, and other institutions across Michigan every year, which means that there is the potential for foodborne illness and outbreaks. The safety of the food served through child nutrition programs should contribute to children's learning and well-being. By participating in this directory, you acknowledge that you are responsible for having a food safety plan and communicating openly about food safety with any buyers that participate in child nutrition programs.

Your agreement is required for participation in the Farm to Program Directory, and MDE reserves the right to remove your business's information from the Directory.

I Agree

Save

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



- Your business name will now appear on the "Supplier(s) Joined" list in the User Profiles section of your landing page.

User Profile

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

Buyers Suppliers

Supplier(s) Joined

- Fleet Fresh
- Bluebird Farm and Gardens

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

- or -

Select an existing Supplier

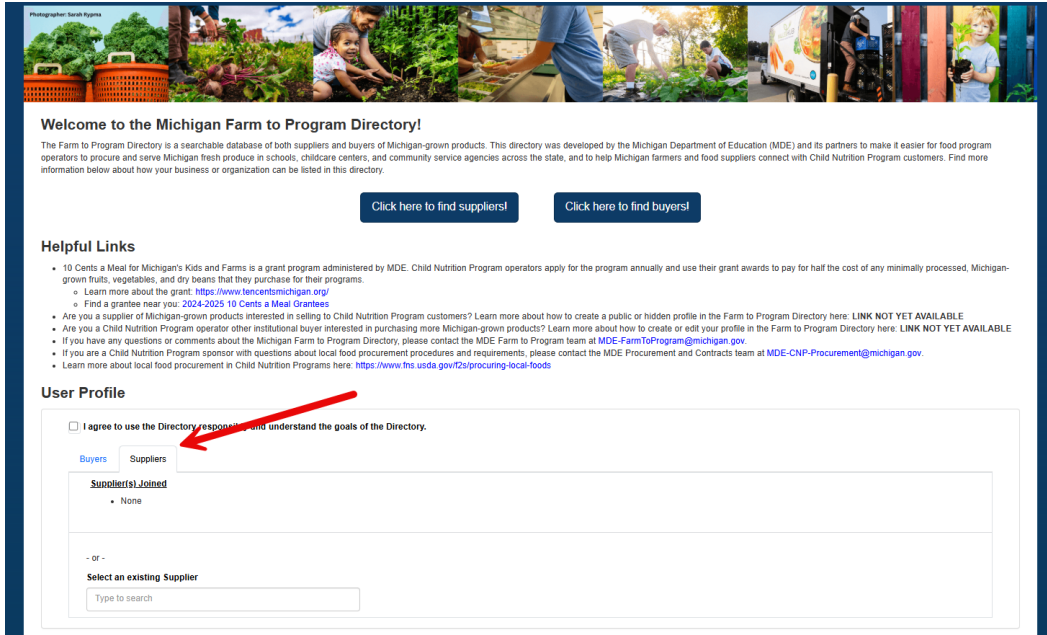
Type to search

Join

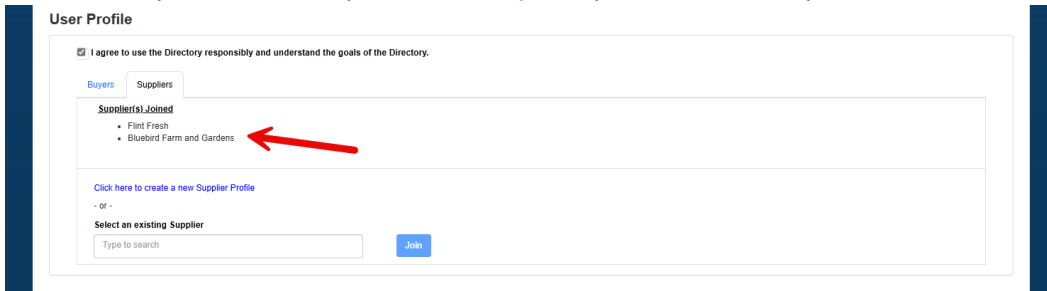
To learn how to make edits to your profile after you have saved and left the page, skip ahead to [Step 5](#) in the Editing Supplier Profiles section.

Editing Supplier Profiles

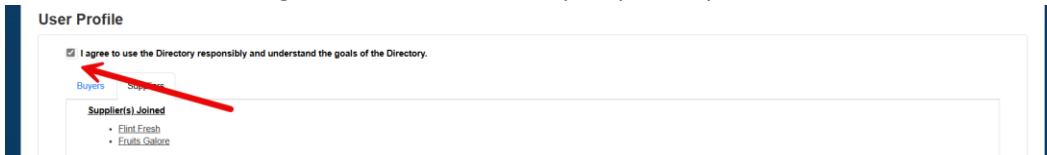
1. Open the Suppliers tab under the User Profile section. By default, the Buyers tab is selected.



2. To edit a supplier profile in the Directory, your business name must first appear on the “Supplier(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 5](#). If you do not see it, proceed with the next step.



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



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

5. Click on your business name under “Supplier(s) Joined.”

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

7. You can delete or change any information that you have already added to your supplier profile, or you can add new information. To learn more about each question, including which ones are required, refer to the [Supplier Questionnaire](#) section.



8. When you are done making changes, make sure to scroll to the bottom of the page and click the Save button.

Nondiscrimination agreement

This directory primarily supports institutions that participate in federal Child Nutrition Programs, such as schools, childcare centers, and community service agencies. These programs are bound by the [USDA Nondiscrimination Statement](#). The Michigan Department of Education and recipients of federal Child Nutrition Program funding across the State do not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Additionally, administrators and recipients of funding from 10 Cents a Meal for Michigan's Kids and Farms, a state-funded program, abide by the provisions of The Elliott-Larsen Civil Rights Act. The Michigan Department of Education and recipients of 10 Cents a Meal funding across the State do not use discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status.

By participating in this directory, you acknowledge MDE's commitment to nondiscrimination and our expectation of nondiscrimination when interacting with our customers.

Your agreement is required for participation in the Farm to Program Directory, and MDE reserves the right to remove your business's information from the Directory.

I Agree

Food Safety Agreement

Millions of meals are served to children in schools, childcare centers, and other institutions across Michigan every year, which means that there is the potential for foodborne illness and outbreaks. The safety of the food served through child nutrition programs should contribute to children's learning and well-being. By participating in this directory, you acknowledge that you are responsible for having a food safety plan and communicating openly about food safety with any buyers that participate in child nutrition programs.

Your agreement is required for participation in the Farm to Program Directory, and MDE reserves the right to remove your business's information from the Directory.

I Agree

[Save](#)

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



Supplier Questionnaire

When you edit a supplier 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 gather information that will help potential customers learn about the products and services that your business offers. 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.

- **Directory Participation** (required) – all suppliers that register for the Michigan Farm to Program Directory have the choice to create a public or hidden profile.
 - The information that you put in a **public profile** will appear in the results of public searches in the Directory. To create a public profile, select the option that states, “I agree to participate in MDE’s Farm to Program Directory as a supplier of Michigan-grown food items, and my responses to this questionnaire may appear in the online supplier directory that is available to the public. I certify that my business will be able to provide the name and county of the farm where food items were grown in Michigan.”
 - The information that you put in a **hidden profile** will not appear in the results of public searches in the Directory. Only MDE Farm to Program staff will be able to view the information that you provide, and we will reach out to you directly with potential sales and/or grant opportunities. To create a hidden profile, select the option that states, “I agree to participate in MDE’s Farm to Program Directory as a supplier of Michigan-grown food items, and my responses to this questionnaire may be shared with the 10



Cents a Meal team. My responses will not appear in the online supplier directory that is available to the public, however the 10 Cents a Meal team may share my information directly with interested buyers on a case-by-case basis. I certify that my business will be able to provide the name and county of the farm where food items were grown in Michigan.”

- **Supplier Name** (required)
- **Business Description** (optional)
- **Contact Information**
 - **Contact Name** (required)
 - **Email address** (required)
 - **Phone number** (required)
 - **Website** (optional)
 - **County located in** (required)
- **Michigan-Grown Products** – 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 offer in the “Other...” sections.
 - **Availability of Michigan-grown fruits** (optional) – Select the months during which you expect to offer any Michigan-grown fruits. This can be a rough estimate.
 - **Types of Michigan-grown fruits** (optional) – Select the types of Michigan-grown fruits you expect to offer throughout the year, 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.
 - **Availability of Michigan-grown vegetables** (optional) – Select the months during which you expect to offer any Michigan-grown vegetables. This can be a rough estimate.
 - **Types of Michigan-grown vegetables** (optional) – Select the types of Michigan-grown vegetables you expect to offer throughout the year, 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.
 - **Availability of Michigan-grown dry beans/legumes** (optional) – Select the months during which you expect to offer any Michigan-grown dry beans/legumes. This can be a rough estimate.



- **Types of Michigan-grown dry beans/legumes** (optional) – Select the types of Michigan-grown dry beans/legumes you expect to offer throughout the year, 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.
- **Availability of other Michigan-grown products** (optional) – Select the months during which you expect to offer any other Michigan-grown products. This can be a rough estimate.
- **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.
- **Additional Services**
 - **Light processing** (optional) – Select the types of light processing you offer, from the following choices: washing, chopping, drying, freezing, other (fill in the blank).
 - **Counties delivered to** (optional) – Select from the drop-down list the Michigan counties to which you are able to deliver products. If you do not offer delivery, you can leave this question blank or select “None” from the drop-down list.
 - **Product Pick-Up Availability** (optional) – Select “Yes” if customers can pick up their orders. Select “No” or leave your response blank if they cannot.
 - **Pick-up Location** (required only if product pick-up is available) – Provide the address where customers can pick up their orders.
- **More Information**
 - **Certified Organic** (optional)
 - **GAP-Certified** (optional)
- **Nondiscrimination agreement** (required):
 - This directory primarily supports institutions that participate in federal Child Nutrition Programs, such as schools, childcare centers, and community service agencies. These programs are bound by the [USDA Nondiscrimination Statement](#). The Michigan Department of Education and recipients of federal Child Nutrition Program funding across the State do not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
 - Additionally, administrators and recipients of funding from 10 Cents a Meal for Michigan’s Kids and Farms, a state-funded program, abide by the provisions of The Elliott-Larsen Civil Rights Act. The Michigan Department of Education and recipients of 10 Cents a Meal funding across the State do not use discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status.



- By participating in this directory, you acknowledge MDE's commitment to nondiscrimination and our expectation of nondiscrimination when interacting with our customers.
- Your agreement is required for participation in the Farm to Program Directory, and MDE reserves the right to remove your business's information from the Directory.
- **Food Safety Agreement** (required):
 - Millions of meals are served to children in schools, childcare centers, and other institutions across Michigan every year, which means that there is the potential for foodborne illness and outbreaks. The safety of the food served through child nutrition programs should contribute to children's learning and well-being. By participating in this directory, you acknowledge that you are responsible for having a food safety plan and communicating openly about food safety with any buyers that participate in child nutrition programs.
 - Your agreement is required for participation in the Farm to Program Directory, and MDE reserves the right to remove your business's information from the Directory.

Summary

