



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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STATE SUPERINTENDENT

**CHILD NUTRITION PROGRAMS
ADMINISTRATIVE MEMO NO. 1
SCHOOL YEAR 2024 – 2025**

Subject: Guidance on Procurement for United States Department of Agriculture (USDA) Child Nutrition Programs

Date: August 19, 2024

The purpose of this memorandum is to provide further guidance on procurement for USDA Child Nutrition Programs.

School district sponsors are required to have procurement policies and written procedures.^{i, ii} and non-school sponsors are required to have written procedures. All sponsors must have a code of conductⁱⁱⁱ. All sponsors must follow all applicable Federal, State, local, and tribal procurement rules and regulations. Regulations for the procurement of goods and services for Child Nutrition Programs can be found here:

- [2 CFR Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit for Federal Awards.
- [7 CFR Part 210](#) -- National School Lunch Program
- [7 CFR Part 215](#) -- Special Milk Program for Children
- [7 CFR Part 220](#) -- School Breakfast Program
- [7 CFR Part 225](#) -- Summer Food Service Program
- [7 CFR Part 226](#) -- Child and Adult Care Food Program
- Michigan Revised School Code Section [380.1267](#)
- Michigan Revised School Code Section [380.1274](#)

USDA FNS guidance materials and Q&A can be found on the [USDA Child Nutrition Programs Procurement Regulations](#) website.

MDE has created various technical assistance resources that are available on the [MDE Procurement Resources](#) website.

Resources include:

1. [Procurement in Child Nutrition Programs – Frequently Asked Questions](#)
2. [Sponsor Code of Conduct and Procurement Procedure Checklist](#)
3. [ABC School District Procurement Procedures Guide \(sample\)](#)

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Furthermore, MDE does not endorse, nor does it guarantee the use of information and/or language contained in any procurement template or resource. Information has been gathered from multiple sources and is not the sole product of MDE. Resources are meant to be utilized as a starting point to help sponsors develop an understanding of what goes into a solicitation document for the procurement of a vendor or distributor to provide goods or services. Sponsors should develop their own internal solicitation and procurement processes and procedures that are representative of their unique local purchasing requirements. Read each section carefully and thoroughly.

If you have questions about Procurement, contact the MDE Procurement team at MDE-CNP-Procurement@michigan.gov or 517-241-5348.

ⁱ [2 CFR, Section 200.318\(a\)](#)

ⁱⁱ [Michigan Legislature – Section 380.1274](#)

ⁱⁱⁱ [2 CFR Section 200.318\(c\)](#)