## SCHOOL NUTRITION PROGRAMS

# Instructions for reporting Unique Entity Identity (UEI) to the Department of Public Instruction (DPI) for the Child Nutrition Programs

Wisconsin Department of Public Instruction

This report is available from:

School Nutrition Team
Wisconsin Department of Public Instruction 125
South Webster Street Madison, WI 53703
608-267-9228 dpifns@dpi.wi.gov

June 2022

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.

**Wisconsin Department of Public Instruction**
**Jill K. Underly, PhD, State Superintendent**
**Madison, Wisconsin**

**Instructions for reporting Unique Entity Identity (UEI) to the Department of Public Instruction (DPI) for the Child Nutrition Programs**

**IMPORTANT:** The company name associated with your UEI must match the name of your legal business entity and the name submitted in the Child Nutrition Program contracts. If the company name associated with your UEI is different from the name of your legal business entity, this information must be updated with Sam.gov.

**After obtaining the UEI from Sam.gov, it must be reported to the DPI's Child Nutrition Programs. Follow the steps below to enter this information into the Online Services webpage.**

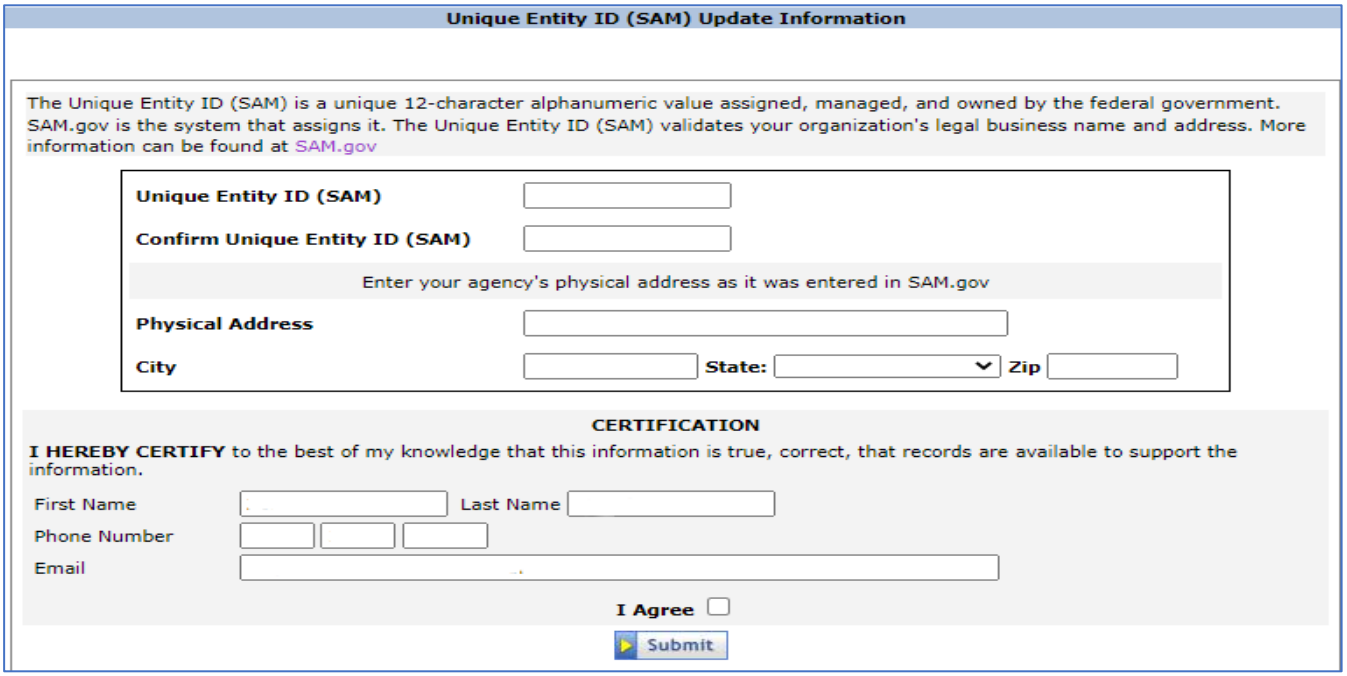
1. Go to the Child Nutrition Programs Online Services and select the button for *Online Services Log-in*.

2. Log in using your Agency Code and Password.

3. Select **"Other Services"** from the blue menu bar at the top of the screen.

4. Select **"Unique Entity ID (SAM)"** from the menu bar that appears below the blue bar.

5. Enter required agency's information in the fields below.



6. Select “I Agree” in the Certification section at the bottom of the screen.

7. Click the “Submit” button. A confirmation screen will appear indicating the information has been received.

## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating 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.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.