



SCHOOL NUTRITION PROGRAMS

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

This report is available from:

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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.

Unique Entity ID (SAM) Update Information

The Unique Entity ID (SAM) is a unique 12-character alphanumeric value assigned, managed, and owned by the federal government. SAM.gov is the system that assigns it. The Unique Entity ID (SAM) validates your organization's legal business name and address. More information can be found at SAM.gov

Unique Entity ID (SAM)	<input type="text"/>
Confirm Unique Entity ID (SAM)	<input type="text"/>
Enter your agency's physical address as it was entered in SAM.gov	
Physical Address	<input type="text"/>
City	<input type="text"/> State: <input type="text"/> Zip <input type="text"/>

CERTIFICATION

I HEREBY CERTIFY to the best of my knowledge that this information is true, correct, that records are available to support the information.

First Name Last Name

Phone Number

Email

I Agree

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.

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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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

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