

Summer Food Service Program DUNS Number Acquisition

The Child Nutrition Programs (School Meals, Child and Adult Care, and Summer Food) are funded by federal taxes. It is becoming more common for the public to want to know where and how this money is being spent. Part of the information required by the federal government is that each sponsor must have an ID through the DUN and Bradstreet Universal Numbering System (DUNS). As a result, the Pennsylvania Department of Education (PDE), Division of Food and Nutrition (DFN), must require entities applying for the Summer Food Service Program (SFSP) to acquire a DUNS number so that this information may be displayed to the public via the website USAspending.gov.

Therefore, the following requirements are needed and are necessary for approval of your Summer Food Service Program Application. The entire process is free.

You must do the following:

1. Go to: <http://fedgov.dnb.com/webform> to acquire your DUNS number. It takes 1-2 business days to obtain a DUNS.
2. Once receiving your DUNS number, go to www.sam.gov. **Note:** If you need assistance with the SAM site, go to the SAM Help Desk at: www.fsd.gov
3. Create a Personal Account and Login
4. Click "Register New Entity" under "Manage Entity" on your "My SAM" page
5. Select your type of Entity
6. Select "No" to "Do you wish to bid on contracts?"
7. Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
8. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc.)
 - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Enter General Information (business types, organization structure, etc.)
 - ✓ Enter your Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Enter Executive Compensation, if applicable
 - ✓ Enter Proceedings Details
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.
11. **Once the IRS validates your information by an e-mail notification, you will be required to send an e-mail to RA-SFSP@pa.gov and provide us with your DUNS number, Agreement number and FEIN number. Please indicate your Sponsor name in the Subject of the e-mail.**