

*Date:* May 3, 2011

*To:* Authorized Representatives of the Child and Adult Care Food Program (CACFP),  
Summer Food Service Program (SFSP) and Non-School Special Milk Program (SMP)

*From:* Amanda Kane, RD, CD, Director  
Community Nutrition Programs

*Subject:* **MANDATORY REQUIREMENT FOR OBTAINING A DUN &  
BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS)  
NUMBER**

---

**ACTION DUE BY JULY 1, 2011**

---

This message provides guidance to agencies for obtaining the mandatory Data Universal Numbering System (DUNS) number needed to comply with the reporting requirement called the Federal Funds and Accounting Transparency Act (FFATA).

Congress passed the Federal Funding Accountability and Transparency Act of 2006 with the objective to promote open government by enhancing the Federal Government's accountability for its stewardship of public resources. This will be accomplished by making Government information accessible to the general public, including certain information on federal programs, such as the Child Nutrition Programs.

To meet this reporting requirement, all states are now required to report federal Child Nutrition Program funding by agency DUNS number. Some sponsors may already have a DUNS number due to previous required federal funds reporting. This number is unique for each agency. If your agency participates in more than one program, you should only have one DUNS number.

If your agency does not have a DUNS number, you will need to obtain one from the federal government. This is a one-time process that can be accomplished in 5-10 minutes over the phone. There is no cost to obtain a DUNS number. DPI cannot assign you a DUNS number.

The USDA provides instructions for obtaining a DUNS number at [http://www.fns.usda.gov/fm/documents/DUNS\\_general.htm](http://www.fns.usda.gov/fm/documents/DUNS_general.htm).

To report your DUNS number to DPI's Child Nutrition Programs, follow the following steps:

1. Go to the Child Nutrition Programs Online Services Page at <http://dpi.wi.gov/fns/online.html> and select the button for On-Line 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 “DUNS Information” from the yellow menu bar that appears below the blue bar.
5. Enter your DUNS number in the space provided. It is optional to enter the DUNS Plus 4 number – this 4-digit code is generally given to very large entities with many divisions. Most agencies will *only* have the 9-digit DUNS number.
6. Fill out your name, phone number, and email address, and select “I Agree” in the Certification section at the bottom of the page.

Click the “Submit” button at the bottom of the screen. You will receive a confirmation screen which will indicate that your information has been received.

If you have any questions regarding obtaining this information, please contact Barbara Douglas by phone at 608-267-9129 or by e-mail at [barbara.douglas@dpi.wi.gov](mailto:barbara.douglas@dpi.wi.gov).

Thank you for your attention in this important compliance issue.