



Date: April 1, 2022
To: Summer Food Service Program (SFSP) Members
From: Community Nutrition Programs
Subject: UEI Submission to DPI – ACTION REQUIRED BY APRIL 15, 2022

Unique Entity ID (SAM) Submission to DPI using Online Services

All agencies that receive funding from the Federal government are required to have a Unique Entity Identifier (UEI). Agencies are required to submit their Unique Entity ID (SAM) to the Department of Public Instruction (DPI) for the Child Nutrition Programs (CNPs) using Online Services. Refer to these [instructions](#). Note, if your agency participates in multiple CNPs, you may be receiving these instructions multiple times. The UEI only needs to be entered one time for all Programs.

The deadline to submit the Unique Entity ID to DPI is Friday April 15, 2022.

For more information, refer to March 9, 2022, [SFSP Bulletin: Unique Entity ID \(SAM\) Transition](#). This and all SFSP Bulletins are posted on the [SFSP Bulletins](#) page.

Questions contact us at CNT@dpi.wi.gov or (608) 267-9129.