Date: September 10, 2010

Reference: # CACFP ADC 2010-16

To: Child and Adult Care Food Program Adult Day Care (CACFP ADC) Contractors

Subject: Dun and Bradstreet Data Universal Numbering System (DUNS)

Effective Date: Immediately

Purpose

DELETE CACFP ADC Handbook Item 11130, Universal Numbering System

ADD CACFP ADC Handbook Item 2229, Dun and Bradstreet Data Universal Numbering System (DUNS)

Implementation

All participating contractors must obtain, if they have not already, and submit to TDA their DUNS number by October 1, 2010 by completing the attached form. The form can be faxed to (888) 232-2759, mailed to: Texas Department of Agriculture, Food and Nutrition Division, P.O. Box 12847, Austin, Texas 78711, or emailed to FoodandNutrition@TexasAgriculture.gov.

All applying organizations must obtain and submit to TDA their DUNS number with their application for participation.

Background

In September 2006, Public Law 109-282, Federal Funding Accountability and Transparency Act went into effect regarding reporting requirement for recipients of federal grants, contracts, cooperative agreements and other financial assistance. The pilot program required state agencies to report sub-recipient awards to the Office of Management and Budget (OMB). Effective October 1, 2010, the law requires that all reports of sub-recipient awards include the DUNS number.

Procedure

Add the following to your CACFP ADC Handbook:

2229, Dun and Bradstreet Data Universal Numbering System (DUNS)

Non-federal agencies and organizations that do business with the Federal government must use the Dun and Bradstreet Data Universal Numbering System (DUNS) as their identifier. The DUNS number will not replace the Federal Employer Identification Number (FEIN), but will become an identifier for a non-federal entity to apply for funding under a Federal assistance program.

continued

This Policy Remains in Effect Until Further Notice
The use of the DUNS number as a universal identifier is not new. Vendors previously doing business with the Federal government, or entities applying for Federal grants have had to obtain a DUNS number/identifier in order to receive Federal funds.

The DUNS number is a nine-digit number issued by Dun & Bradstreet to each business located in the Dun & Bradstreet database having a unique, separate, and distinct operation. The DUNS number is random and the digits have no apparent significance. It is a tool of the federal government to track how federal money is distributed.

To obtain a DUNS number, free of charge, call Dun & Bradstreet using the toll-free number, 1-866-705-5711 and indicate that you are a Federal grant applicant/prospective applicant. You can also request a DUNS number on-line by accessing the following website at: http://fedgov.dnb.com/webform. Please be advised the waiting period to obtain a DUNS number can be anywhere from 24 to 72 hours, or several weeks, so organizations should request their numbers as soon as possible in order to meet the October 1, 2010 deadline.

Organizations applying for participation in any of the Child Nutrition Programs must obtain and provide to the Texas Department of Agriculture (TDA) their DUNS number with their application for participation.

If you have any questions please contact your Community Operations office.