



Division of Child Care & Early Childhood Education
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MEMORANDUM

TO: All USDA Programs
FROM: DCCECE / HNU
DATE: December 5, 2022
SUBJECT: DUNS to Unique Entity ID (SAMS) Transition



Our goal as a State Agency is to ensure that your Child and Adult Care Food Program is successful. With this being said, the Health and Nutrition unit will be implementing a new SNP system effective April 2023. The new SNP system will require all providers to submit their new Unique Entity ID (UEI) number. Therefore, it is imperative for providers to complete the DUNS to UEI transition by **February 14, 2023**. Failure to comply may result in future payment interruptions.

The DUNS to Unique Entity ID (SAMS) Transition instructions are in page two (2) of this memo. For question or concerns regarding this memo, please contact your Application Coordinator.

Application Coordinators:

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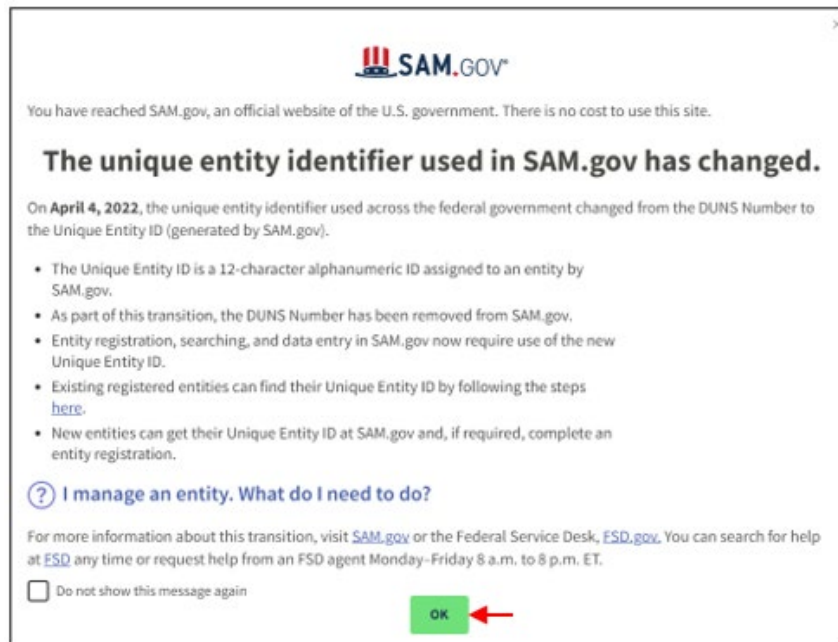
Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under HNP Mass Alerts 2022. Thank you so much for all that you do to feed the children of Arkansas.

Instructions for Transitioning from DUNS to Unique Entity ID (UEI)

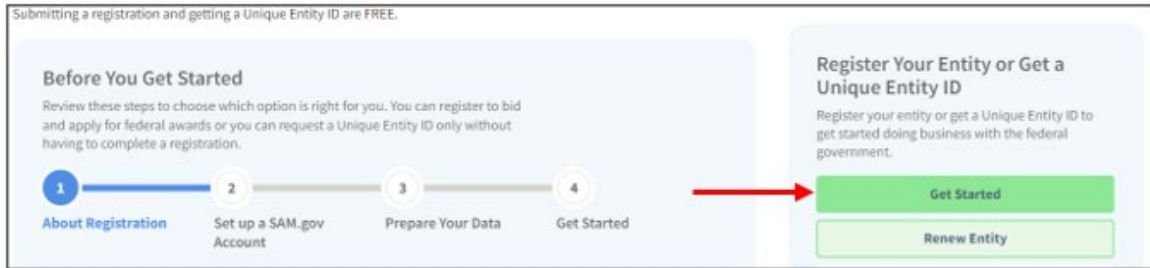


The transition to your Unique Entity ID (UEI) number is **FREE** and can be obtained for **FREE** via the SAM.gov homepage. Follow these quick steps to get started:

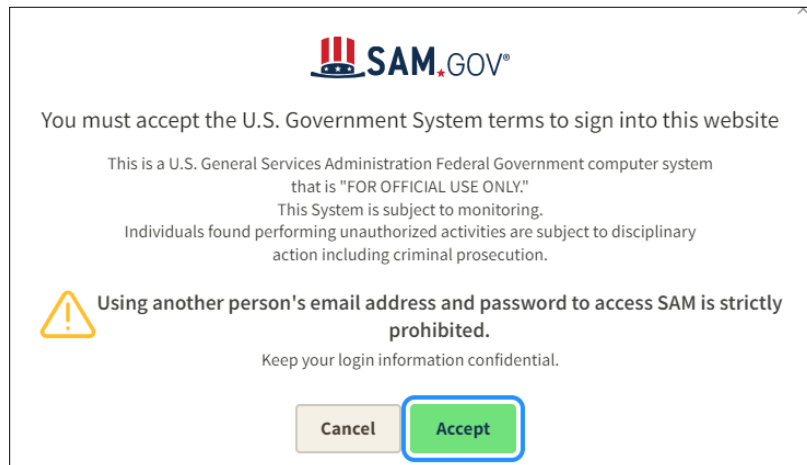
- Click the on the link: [SAM.gov](https://sam.gov)
- Depending on your browser the pop-up message below may appear. Click on the green “OK” button.



- Click on the green “Get Started” button twice.



- Click the green “Accept” button



- You should then be redirected to Login.gov/ SAM.gov and click on the “Create an account” button.

LOGIN.GOV SAM.GOV

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account may cause your SAM.gov login to fail. Sharing your Login.gov password or using someone else's Login.gov account violates the rules of use.

Email address

Password Show password

Sign in

First time using Login.gov?

Create an account

Sign in with your government employee ID

Please Note: Once the email account has been created the following will occur:

- You will receive a pop-up requesting for you to verify your email address
- Once you verify your email address, you will need to log in again
- You will click on the “Get A Unique Entity ID”, and it will ask you to upload one of the following documents:
 - Your Articles of Incorporation
 - Bank Statement
 - Utility Bill