

Division of Child Care & Early Childhood Education

P.O. Box 1437, Slot S140, Little Rock, AR 72203-1437

P: 501.682.8590 TDD: 501.682.1550

MEMORANDUM

TO: All USDA Programs FROM: DCCECE / HNU DATE: January 23, 2023

SUBJECT: DUNS to Unique Entity ID (SAMS) Transition – Deadline is February 14, 2023



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:

Linda Pippins, 501.320.8971	Sandra West, 501.320.8969	Louise Fenton, 501.396.6361
linda.f.pippins@dhs.arkansas.gov	sandra.west@dhs.arkansas.gov	louise.fenton@dhs.arkansas.gov
Aurora Blake, 501.320.6403	Robert Majors, 501.396.6121	Perry Hunter, 501.320.8967
aurora.blake@dhs.arkansas.gov	robert.majors@dhs.arkansas.gov	perry.hunter@dhs.arkansas.gov
	Orlando Phillips, 501.320.8927 orlando.phillips@dhs.arkansas.gov	

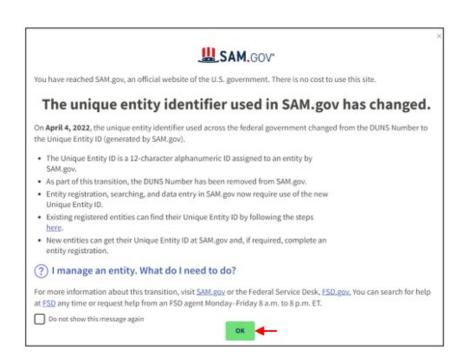
Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under HNP Mass Alerts. Thank you so much for all that you do to feed the children of Arkansas.

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:

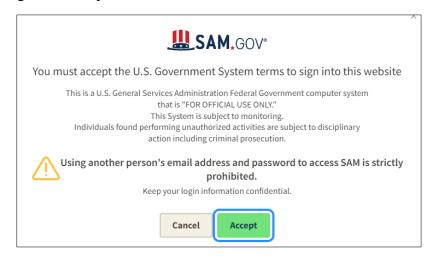
- Click the on the link: <u>SAM.gov</u>
- Depending on your browser the pop-up message below may appear. Click on the green "OK" button.



• 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.



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