



**MEMORANDUM**

DATE: April 14, 2022

TO: Jordan Cohen, OMB Desk Officer  
Office of Information and Regulatory Affairs  
Office of Management and Budget (OMB)

THROUGH: Jamia Franklin, Information Collection Officer  
Planning and Regulatory Affairs Office  
Food and Nutrition Service (FNS)

Ruth Brown, Departmental Clearance Officer  
Information Management Division  
Office of the Chief Information Officer (OCIO)

FROM: Alicia White, Chief  
Child Nutrition, Nutrition Education and Promotion Branch  
Food and Nutrition Service (FNS)

Kaylyn Padovani, Program Analyst  
Child Nutrition, Nutrition Education and Promotion Branch  
Food and Nutrition Service (FNS)

SUBJECT: Non-Substantive Change Request – Edit to the Team Nutrition Database’s  
Enrollment Form for CACFP Organizations, Appendix 3, # 0584-0642 to Replace the Data  
Universal Numbering System (DUNS) with the Unique Entity Identifier (UEI)

This is a non-substantive change request for the Team Nutrition Database, OMB # 0584-0642. Due to the OMB directive to move from the Data Universal Numbering System (DUNS) to the Unique Entity Identifier (UEI), the FNS-892 online form for Team Nutrition Child and Adult Care Food Program (CACFP) Organizations (Appendix 3) needs to be revised. The revision will include the replacement of the DUNS to the UEI. Records already approved and published with the DUNS will have that information saved to the Team Nutrition Database, however this information will only be seen by administrator users. All new enrollment forms and published records will have the new required UEI field.

To help to reduce the burden of updating and reviewing this information, FNS will search for the UEI of published organizations and provide a list to the contractor who will update the enrollment form and each organization’s record with the UEI. New organizations will only be required to include the UEI information on the enrollment form, therefore the time to complete the form will stay the same.

This memo seeks OMB’s approval for the non-substantive change request based on the summary of edits (below) and the attached Appendix 3. After you have reviewed this memo, please let us know if

you have questions. If you have any questions please contact Jamia Franklin, FNS Information Collection Clearance Officer for the Food and Nutrition Service, Planning & Regulatory Affairs Office at (703) 305-2403. Thank you for your consideration of this request.

### **Summary of Edits to Transition to UEI in Online FNS-892**

- **Appendix 3: Team Nutrition CACFP Organization Online Form**
  - Hide the DUNS of enrolled organizations (~505). Only the administrator user will have the capacity to view this information in the administrator interphase.
  - Add a new field for the Unique Entity Identified (UEI).
  - FNS will search for the UEI of enrolled organizations (~505) and provide this information to the contractor that will be making the change to the form and system. The contractor will import the UEI for each entity.
  - State agencies and enrolled organizations will be notified about this change as part of the reminder notification that is sent out each year.