



# The Child and Adult Care Food Program (CACFP)

## National Disqualified List (NDL)

### User Manual for Sponsoring Organizations

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## 1 Introduction

Section 243(c) of Public Law 106-224, the Agricultural Risk Protection Act of 2000, amended § 17(d)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766 (d)(5)(E)(i) and (ii)) by requiring the U.S. Department of Agriculture (USDA) to maintain a list of institutions, day care home providers, and individuals that have been terminated or otherwise disqualified from Program participation. The law also required USDA to make the list available to State agencies for their use in reviewing applications to participate and to sponsoring organizations to ensure that they do not employ as principals any persons who have been disqualified from the Program. This statutory mandate has been incorporated into § 226.6(c)(7) of the Program regulations.

The purpose of maintaining a National Disqualified List (NDL) and making it available to State agencies and sponsoring organizations is to provide these entities with a tool for promoting Child and Adult Care Food Program (CACFP) integrity by preventing several situations from occurring. First, it prevents institutions whose Program agreements were terminated for cause in one State from simply moving to another State and reapplying for Program participation. Second, it prevents individuals responsible for serious mismanagement from continuing to be involved in Program administration by forming a new corporate entity and entering the Program under a different organizational name. Third, it prevents individuals associated with a disqualified institution from re-entering the Program as a day care home provider, as a principal with another institution, or as a principal in a sponsored center. Finally, it prevents day care home providers terminated for cause by one sponsoring organization from re-entering the

Program under the auspices of a different sponsoring organization.

The NDL is a web-based system designed for use by various user types to add, update, search and view the data of disqualified individuals and institutions. Specifically, sponsoring organization users have the ability to access individual and institution disqualified lists and perform searches.

## 2 NDL System Access

The NDL system integrates with the USDA's e-Authentication system. Sponsoring organization users need e-Authentication level one clearance to access the NDL system. Users can obtain an e-Authentication credential at <https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx>. For questions or problems with obtaining e-Authentication credentials, contact your State agency.

### 2.1 User Login (Figure 1)

Users must enter the following website to login the NDL system: <https://snp.fns.usda.gov/ndlweb/Welcome.action>. Then, users must enter their username and password to access the NDL system.

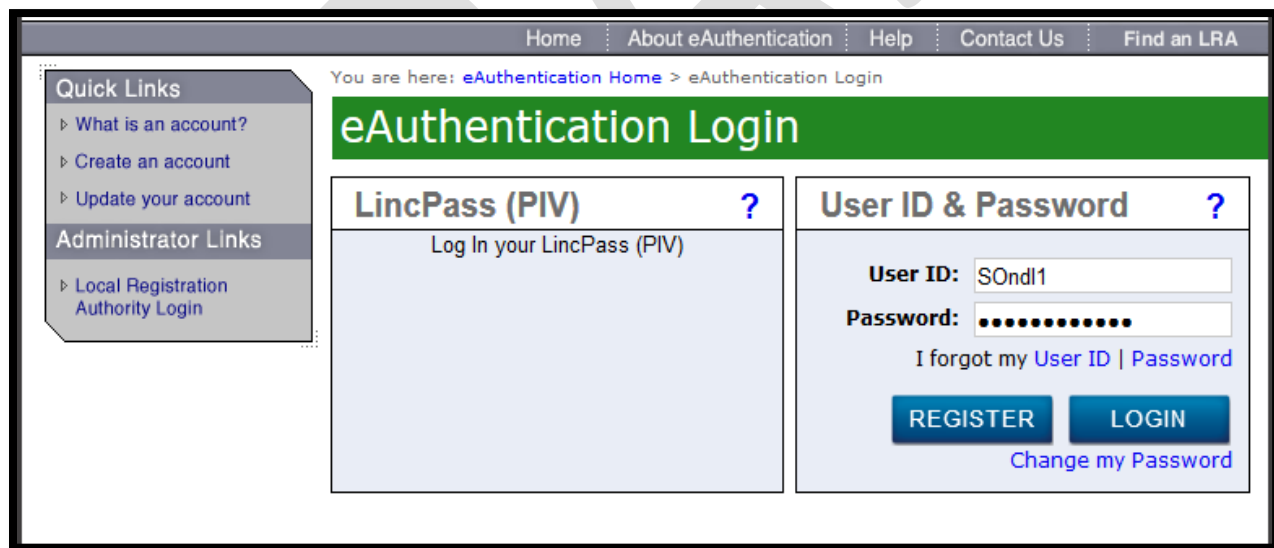


Figure 1: e-Authentication Login Screen

### 3 Welcome Page (Figure 2)

Successful login brings the user to the Welcome Page of the NDL. The Welcome Page displays the regulatory language that gives USDA the authority and responsibility for maintaining the NDL. From this page, use the navigation bar on the left to access the individual and institution disqualified lists, conduct a search of institution or individual records, and conduct a bulk search of disqualified institutions or individuals.

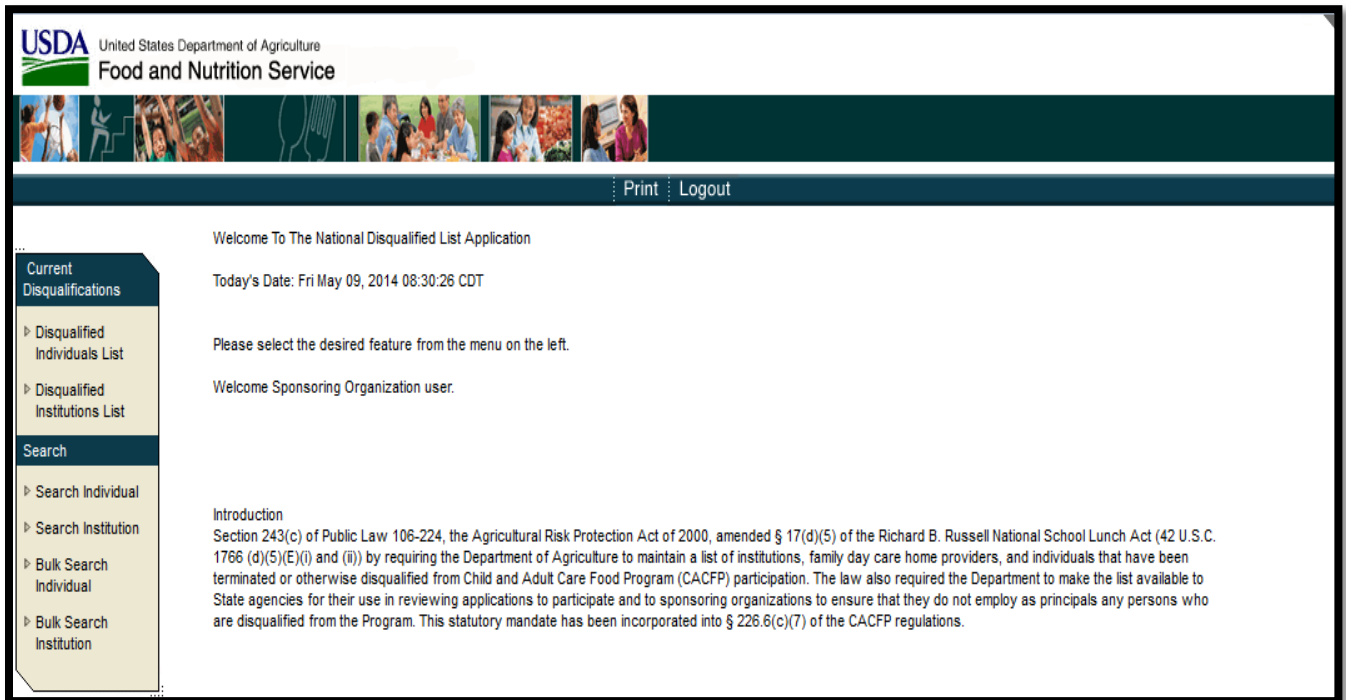


Figure 2: Welcome Page

The side navigation bar displays the options available:

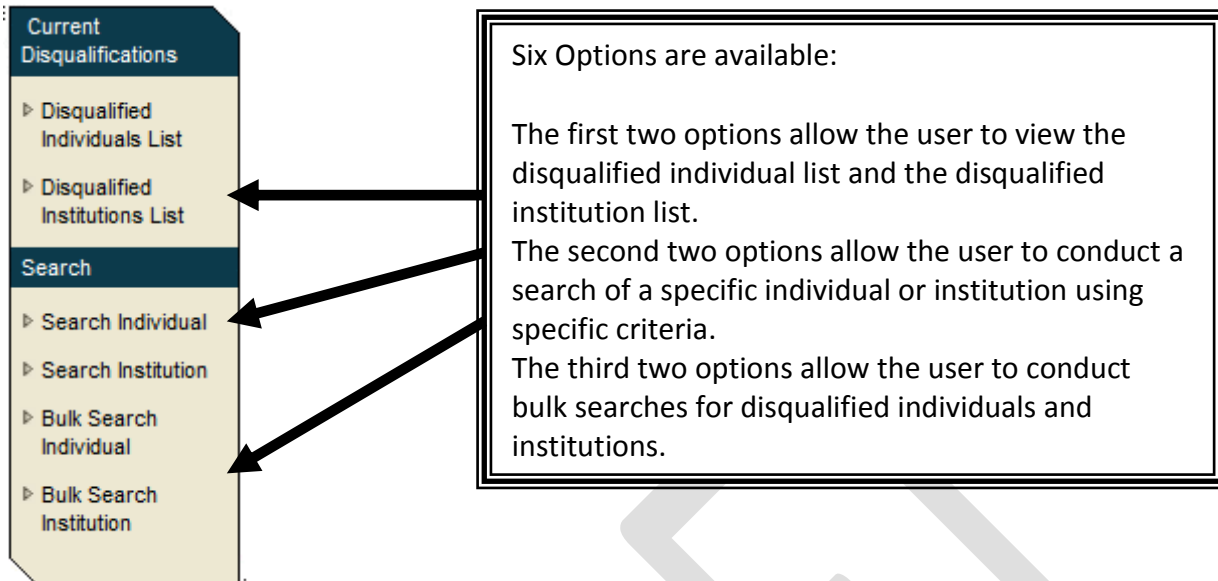


Figure 2: Welcome Page (continued)

## 4 Accessing the Disqualified Lists

To access the disqualified lists, the user clicks on “Disqualified Individuals List” or “Disqualified Institutions List” from the navigation bar.

### 4.1 Disqualified Individuals List (Figure 3)

The Disqualified Individuals List is a list of all the responsible principals and individuals (RPI) disqualified from participation in the CACFP. The list displays in alphabetical order by last name and shows the first and last name, address, termination date of the individual, a “yes or no” indicator under debt owed and other legal names, if any. Click on the “First Name”, “Termination Date” or “Debt Owed” to change the order in which the list is displayed. The user can maneuver the list by selecting numbers at the top or bottom of the page or by selecting the next or last page.



Figure 3: Disqualified Individuals List

## 4.2 Disqualified Institutions List (Figure 4)

The Disqualified Institutions List is a list of all the institutions disqualified from participation in the CACFP. The list displays in alphabetical order the institution's name, address, termination date of the institution, a "yes or no" indicator under debt owed and other institution names, if any. Click on "Termination Date" or "Debt Owed" to change the order in which the list is displayed. The User can maneuver the list by selecting numbers at the top or bottom of the page or by selecting the next or last page.

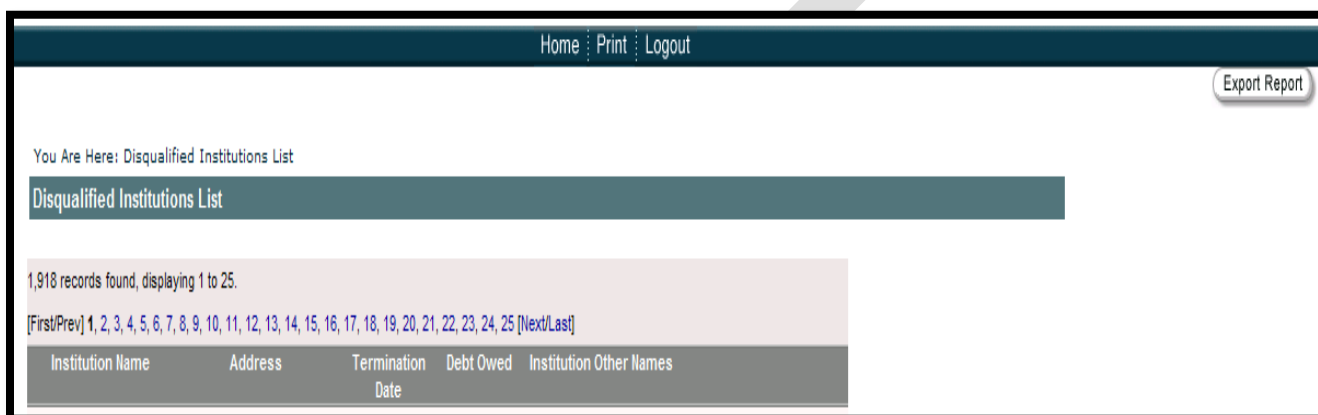


Figure 4: Disqualified Institutions List

## 4.3 Export Results

The NDL or the results of a search may be exported to an Excel spreadsheet by clicking the "Export Report" in the right hand corner of the screen.

## 5 Search Function (Individuals)

### 5.1 Search for an Individual (Figure 5)

To perform a search of an individual:

1. Click on Search Individual in the left hand menu;
2. Enter the search criteria via text entry, checkbox and drop down selections;
3. Click on the Submit button.

USDA United States Department of Agriculture  
Food and Nutrition Service

Print : Logout

You Are Here: Advanced Individual Search  
**Advanced Individual Search**

**Personal Information**

First Name:  
Enter Data [Starts ▾]

Last Name:  
Enter Data [Starts ▾]

Date of Birth:  
mmddyyyy

**Disqualification Information:**

Program Type  
Select One ▾

Status  
Select One ▾

State Agency Imposing Disqualification  
Select One ▾

Region  
Select One ▾

Type of Individual Disqualification  
Select One ▾

Debt Owed  
Select One ▾

Termination Date  
mmddyyyy

Submission of false claims for reimbursement

Submission of false information on the application

Simultaneous participation under more than one sponsoring organization

Other

Failure to keep required records

Non-compliance with the Program meal pattern

A determination that the day care home has been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency, or the concealment of such a conviction

Conduct or conditions that threaten the health or safety of a child(ren) in care, or the public health or safety

Any other circumstance related to non-performance under the sponsoring organization-day care home agreement, as specified by the sponsoring organization or the State agency

Failure to participate in training

**Address**

\*Street Number:  
Enter Data

\*Street Name/PO Box Number:  
Enter Data

City  
Enter Data [Starts ▾]

State/Province  
Select One ▾

Select Result List Size  
25 ▾

Submit Cancel

NDL | USDA.gov | FNS Home |  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality |

© NDL is meant for the FNS community and other authorized users. Access by others will be prosecuted to the fullest extent of the law.

Figure 5: Search Individual



### 5.1.1 No Match Result (Figure 6)

The NDL system alerts the user when a search produces a “No Match”. Users can return to the search function by selecting “Return to Criteria” or return to the welcome page by selecting “Home”.

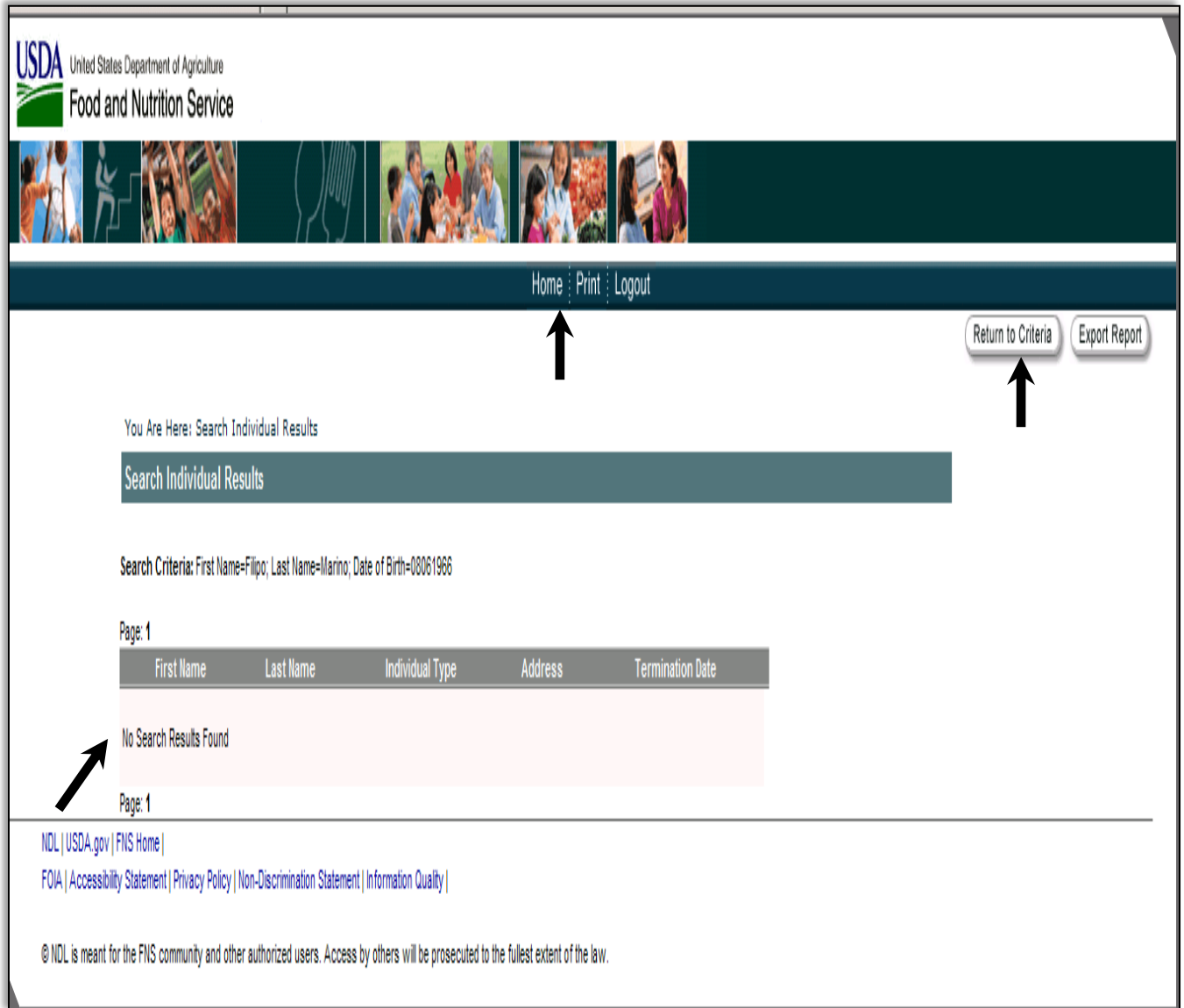
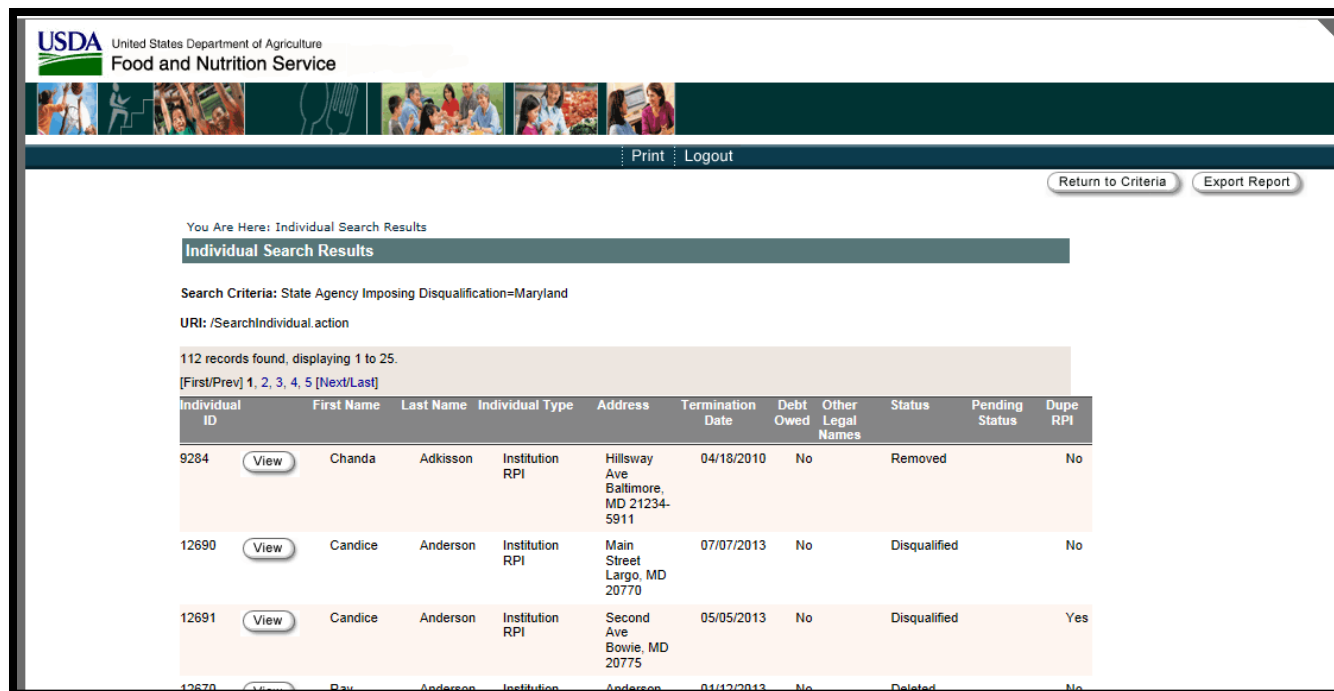


Figure 6: Search Individual - No Match

### 5.1.2 Match Results

The following screen is displayed when a search produces matches.



USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

Return to Criteria Export Report

You Are Here: Individual Search Results

**Individual Search Results**

Search Criteria: State Agency Imposing Disqualification=Maryland

URI: /SearchIndividual.action

112 records found, displaying 1 to 25.  
[First/Prev] 1, 2, 3, 4, 5 [Next/Last]

| Individual ID | View | First Name | Last Name | Individual Type | Address                                     | Termination Date | Debt Owed | Other Legal Names | Status       | Pending Status | Dupe RPI |
|---------------|------|------------|-----------|-----------------|---|------------------|-----------|-------------------|--------------|----------------|----------|
| 9284          | View | Chanda     | Adkisson  | Institution RPI | Hillsway Ave<br>Baltimore,<br>MD 21234-5911 | 04/18/2010       | No        |                   | Removed      |                | No       |
| 12690         | View | Candice    | Anderson  | Institution RPI | Main Street<br>Largo, MD<br>20770           | 07/07/2013       | No        |                   | Disqualified |                | No       |
| 12691         | View | Candice    | Anderson  | Institution RPI | Second Ave<br>Bowie, MD<br>20775            | 05/05/2013       | No        |                   | Disqualified |                | Yes      |
| 12670         | View | Ray        | Anderson  | Institution     | Anderson                                    | 01/12/2013       | No        |                   | Deleted      |                | No       |

**Figure 7: Search Individual – Match Found**

### 5.1.3 View Individual (Figure 8)

The “View Individual” screen provides additional information associated with the disqualified individual (that is not personally identifiable information (PII) data (i.e., birth dates).

#### **View Individual:**

This section displays the full name of the disqualified individual and his/her status (i.e., Disqualified, Removed or Pending). The status “Removed” means the individual is no longer on the list. The Sponsoring Organization should monitor individuals who have been removed from the list to ensure that Serious Deficiencies do not recur. The status “Pending” means the State agency submitted the individual for disqualification but the FNS Regional Office has not yet approved the disqualification. The status changes to “Disqualified” after FNS Regional Office approves the disqualification of the individual.

#### **Other Personal Information:**

This section displays the individuals’ other legal names, address, address verification result, date validated and the staff who validated the address. Validation results reveal whether or not the NDLE system recognizes the address. If the system recognizes the address, it populates the field with “validated”. If the system does not recognize the address, the State agency user can alter the address or override the validation.

**Disqualification Information:**

This section displays the respective FNS Regional Office, State agency, termination date of the individual, the type of individual disqualification (i.e., FDCH Provider, Independent or Institution Responsible Principal or Individual (RPI)) debt owed, original debt amount, amount paid, and date debt paid in full.

- The “Debt Owed” field indicates if the individual owes a debt.
- If an individual owes a debt, the State agency user will be required to enter the original debt amount.
- The “Amount Paid” is an optional field that the FNS user can complete when payment is received.
- When the debt is paid in full, the FNS user enters the date the final payment was made in the “Date Debt Paid in Full”. After the debt, including interest, is paid in full and date of final payment is recorded in the system, the individual will be removed from the NDL 7 years from the effective date of termination or the date the debt is paid in full if greater than 7 years.
- The NDL system displays the disqualification reason(s) at the bottom of the screen, as well as any comments entered.

DRAFT

**USDA** United States Department of Agriculture  
**Food and Nutrition Service**

Print Logout

Return to Criteria Return to Results

You Are Here: View Individual

**View Individual**

**Individual Name:** Chanda Adkisson  
**Disqualification Status:** Removed  
**Pending Action Status:**

**Other Personal Information**

**Other Legal Names:**  
 NONE

**Address:**  
 Hillisway Ave  
 Baltimore, Maryland 21234  
 United States of America.

**Validation Result :** Validated  
**Date Validated :** NONE  
**Validated By :** mwagner

**Disqualification Information**

**Region:** Mid Atlantic

**Termination Date:** 04/18/2010

**Type of Individual Disqualification:** Institution RPI

**Debt Owed:** No  
**Original Debt Amount (In US Dollars):** NONE  
**Amount Paid (In US Dollars):** NONE  
**Date Debt Paid In Full :** NONE

**Name of Provider's Sponsoring Organization:** Hillendale Child Development  
**Individual's Title with Organization:** President

**State Agency Imposing Disqualification:** Maryland

**Contact Information:**  
 1) School and Community Nutrition Programs  
 Chief  
 200 West Baltimore Street  
 Baltimore  
 Phone: 4107670199  
 Fax: 4103332635  
 Email:

2) State Department of Education  
 Chief  
 Baltimore  
 Phone: 4107670199  
 Fax: 4103332635  
 Email:

**Comments:**  
 please remove

**Status Comments:**  
 please remove

Files have not been uploaded.

No supporting documentation has been uploaded.

Figure 8: View Individual

## 6 Search Function (Institutions)

### 6.1 Search for an Institution (Figure 9)

To perform a search of an institution:

1. Click on Search Institution in the left hand menu;
2. Enter the search criteria via text entry, checkbox and drop down selections;
3. Click on the Submit button.

DRAFT

USDA United States Department of Agriculture  
Food and Nutrition Service

You Are Here: Search Institution

**Search Institution**

**Institution Information:**

Institution Name: \_\_\_\_\_

Enter Data  Starts

Type of Institution:  Select One

**Disqualification Information:**

Program Type  Select One

Status:  Select One

State Agency Imposing Disqualification:  Select One

Region:  Select One

Debt Owed:  Select One

Termination Date  mmmddyyyy

Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations

Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency

Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with §226.16(d);

Failure to properly implement and administer the day care home termination and administrative review provisions set forth at paragraph §226.6(i) and §226.16(i)

Failure to return to the State agency any advance payments that exceeded the amount earned for serving eligible meals, or failure to return disallowed start-up or expansion payments

Failure to adjust meal orders to conform to variations in the number of participants

Conviction of the institution or any of its principals for any activity that occurred during the past seven years and that indicates a lack of business integrity. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other activity indicating a lack of business integrity as defined by the State agency

Failure of a sponsoring organization to disburse payments to its facilities in accordance with the regulations at §226.16(g) and (h) or in accordance with its management plan

Claiming reimbursement for meals served by a for-profit child care center or a for-profit outside-school-hours care center during a calendar month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free or reduced-price meals or were title XX beneficiaries

Use of day care home funds by a sponsoring organization to pay for the sponsoring organization's administrative expenses

Failure to operate the Program in conformance with the performance standards set forth in paragraphs (b)(1)(xviii) and (b)(2)(vii) of §226.6

The fact the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed

Failure by a sponsoring organization of day care homes to properly classify day care homes as tier I or tier II in accordance with §226.15(f);

Failure to perform any of the other financial and administrative responsibilities required by §226.6

Permitting an individual who is on the National disqualified list to serve in a principal capacity with the institution or, if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center or as a day care home

Failure to maintain adequate records

Claiming reimbursement for meals not served to participants

Claiming reimbursement for a significant number of meals that do not meet Program requirements

Claiming reimbursement for meals served by a for-profit adult day care center during a calendar month in which less than 25 percent of its enrolled adult participants were title XIX or title XX beneficiaries

Use of a food service management company that is in violation of health codes

Any other action affecting the institution's ability to administer the Program in accordance with Program requirements

Other

**Address:**

\*Street Number:

\*Street Name/PO Box Number:

City

Enter Data  Starts

State/Province  Select One

Select Result List Size  25

Figure 9: Search Institution

### 6.1.1 No Match Result (Figure 10)

The NDL system alerts the user when a search produces a “No Match”. Users can return to the search function by selecting “Return to Criteria” or the welcome page by selecting “Home”.

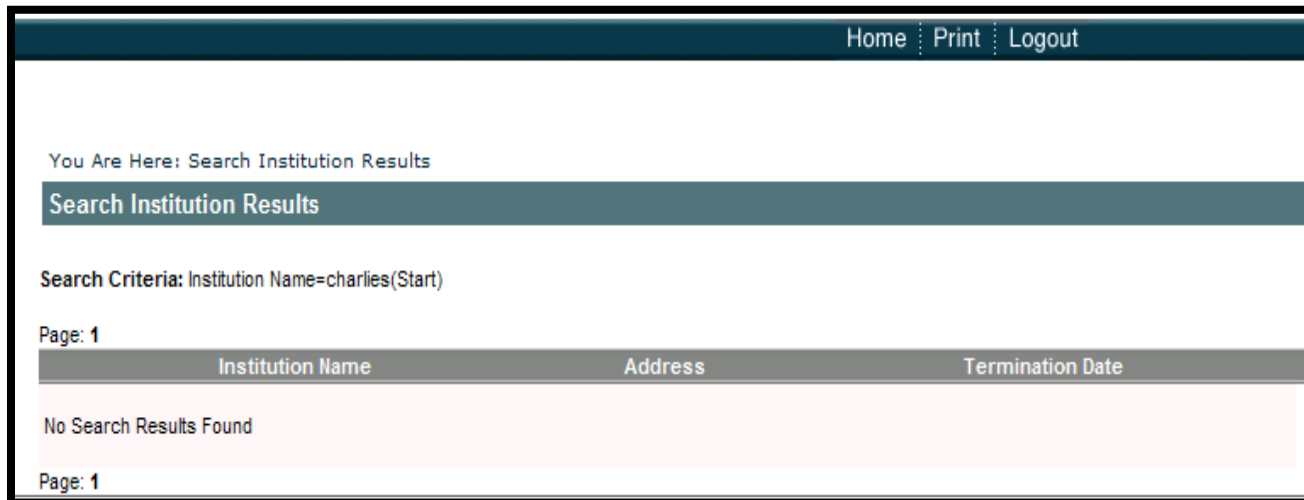


Figure 10: Search Institution - No Match

### 6.1.2 Match Result (Figure 11)

The following screen is displayed when the search results in a match.

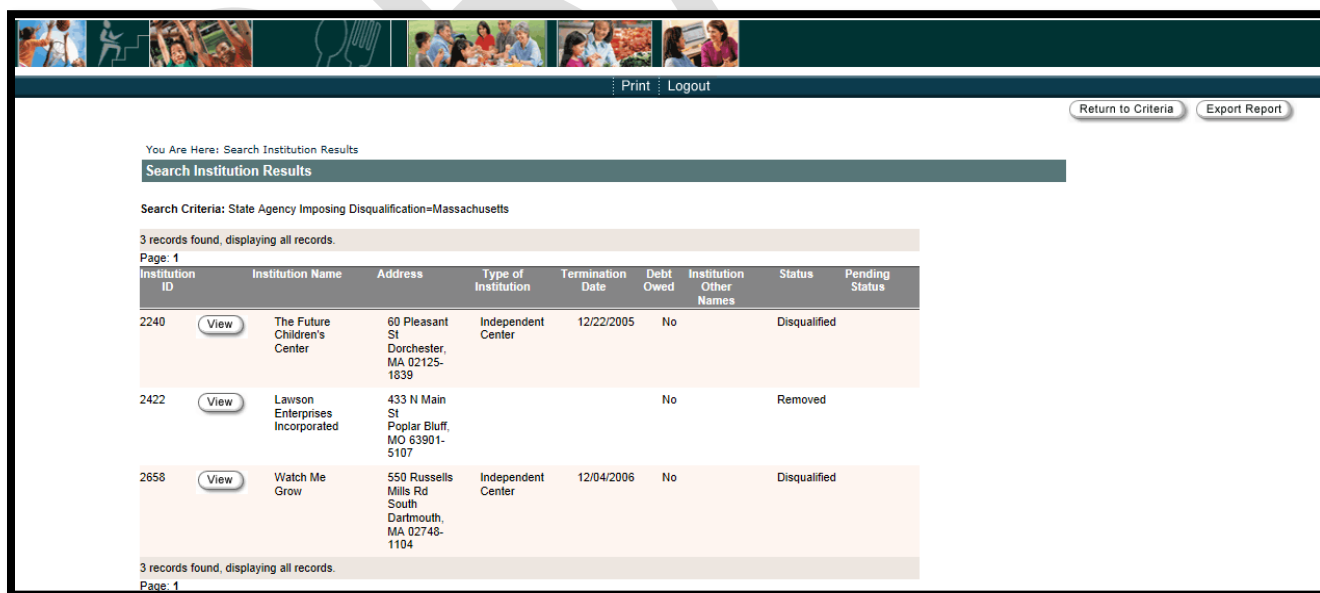


Figure 11: Search Institution - Match Found

### 6.1.3 View Institution (Figure 12)

The “View Institution” screen provides additional information associated with the disqualified institution.

#### **View Institution:**

This section displays the full name of the disqualified institution and its status (i.e., Disqualified, Removed or Pending). The status “Removed” means the institution is no longer on the list. The status “Pending” means the State agency submitted the institution for disqualification but the FNS Regional Office has not yet approved the disqualification.

#### **Other Institution Information:**

This section displays the institutions’ other names (if any), address, address verification result, date validated and the staff who validated the address. Validation results reveal whether or not the NDL system recognizes the address. If the system recognizes the address, it populates the field with "validated". If the system does not recognize the address, the State agency user can alter the address or override the validation.

#### **Disqualification Information:**

This section displays the respective FNS Regional Office, termination date of the institution, debt owed, original debt amount, amount paid, and date debt paid in full.

- The “Debt Owed” field indicates if the institution owes a debt.
- If an institution owes a debt, the State agency is required to enter the original debt amount.
- The “Amount Paid” is an optional field that the FNS user can complete when payment is received.
- When the debt is paid in full, the FNS user enters the date the last payment was made in the “Date Debt Paid in Full”. After the debt, including interest, is paid in full, the institution will automatically be removed from the NDL 7 years from the effective date of termination the date the debt was paid if greater than 7 years.
- The NDL system displays the disqualification reason(s) at the bottom of the screen, as well as any comments entered.

#### **Responsible Principals or Individuals (RPI):**

The section displays the RPI responsible for the disqualification, as well as the person’s title within the institution and if the person is responsible for the debt. This section also includes other legal names and the address of the RPI.



**USDA** United States Department of Agriculture  
**Food and Nutrition Service**

Print Logout

[Return to Criteria](#) [Return to Results](#)

You Are Here: [View Institution](#)

**View Institution**

Institution Name: Christ Temple Church  
 Disqualification Status: Disqualified  
 Pending Action Status:

**Other Institution Information**

Type of Institution: Independent Center  
 DUNS Number: 213980774  
 FEIN Number: NONE  
 Other Business Names:  
 Excel Child Care

**Address:**  
 701 Cherry Hill Rd  
 Baltimore, 21225  
 United States of America

**Validation Result:** Validated  
 Date Validated: NONE  
 Validated By: mvagner

**Disqualification Information**

Region: Mid Atlantic  
 Termination Date: 04/09/2005

Debt Owed: No  
 Original Debt Amount(In US Dollars): NONE  
 Amount Paid(In US Dollars): NONE  
 Date Debt Paid In Full : NONE

**State Agency Imposing Disqualification:** Maryland  
**Contact Information:**  
 1) School and Community Nutrition Programs  
 Chief  
 200 West Baltimore Street  
 Baltimore  
 Phone: 4107670199  
 Fax: 4103332635  
 Email:  
 2) State Department of Education  
 Chief  
 Baltimore  
 Phone: 4107670199  
 Fax: 4103332635  
 Email:

**Disqualification Reasons:**

1) Failure to perform any of the other financial and administrative responsibilities required by §226.6  
 2) Failure to return to the State agency any advance payments that exceeded the amount earned for serving eligible meals, or failure to return disallowed start-up or expansion payments

**Comments:**  
 NONE  
**Status Comments:**  
 Please remove

Files have not been uploaded.

[Review Support Documents](#)

[Support Doc](#)

[Responsible Principals or Individuals](#)

Figure 12: View Institution

## 7 Bulk Search Individual

### 7.1 Bulk Search for an Individual

When you click the “Bulk Search Individual” left-side menu option, you are taken to a screen that allows you to upload a comma delimited file for bulk individual searching of the disqualified lists. The bulk matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format: `first_name,last_name,date_of_birth`. The data of birth format must be `yyyymmdd`. Sample record - `John,Crane,19661022`.

The results screen shows all matches from your search requests as well as any validation errors for records with bad data.

Input:

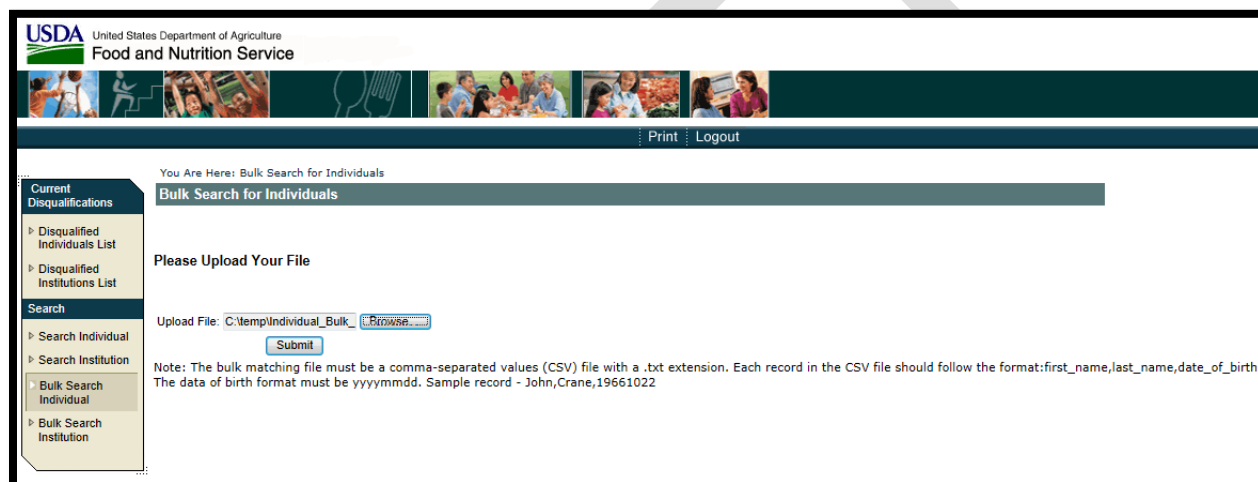


Figure 13: Bulk Search Individual

## 7.1.2 Results

USDA United States Department of Agriculture  
Food and Nutrition Service

Print Logout

**Bulk Individual Match File Processed**  
File Name : Individual\_Bulk\_Match.txt  
Content Type : text/plain

**Individual Bulk Matching Results**

3 records found, displaying all records.  
Page: 1

| First Name | Last Name | Date of Birth | Termination Date | Street Name | City     | Zip Code |
|------------|-----------|---------------|------------------|-------------|----------|----------|
| Paul       | Lindsey   | 1966-10-01    |                  | Willow Lane | Portland | 97021    |
| Joyce      | Reed      | 1948-12-01    |                  | Archer Blvd | Salem    | 97330    |
| Anthony    | Strabo    |               |                  |             |          |          |

3 records found, displaying all records.  
Page: 1

**Individual Bulk Matching Validation Results**

Record 6: Terry,Sherbondy,45619550401: Invalid because Date of Birth format must be yyyyMMdd  
Record 7: Mike,Wagner,04011973: Invalid because Date of Birth format must be yyyyMMdd

Figure 14: Bulk Search Individual Results

## 8 Bulk Search Institution

### 8.1 Bulk Search for an Institution

When you click the “Bulk Search Institution” left-side menu option, you are taken to a screen that allows you to upload a comma delimited file for bulk institution searching of the disqualified lists. The bulk matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format:organization\_name,street\_name,city,zip\_code,fein or duns number. Be sure to not include street numbers or a zip code suffix such as 36301-8023. Sample records: Nettles Academy,Lagrand Dr,Dothan,36301,123

The results screen shows all matches from your search requests as well as any validation errors for records with bad data.

Input:

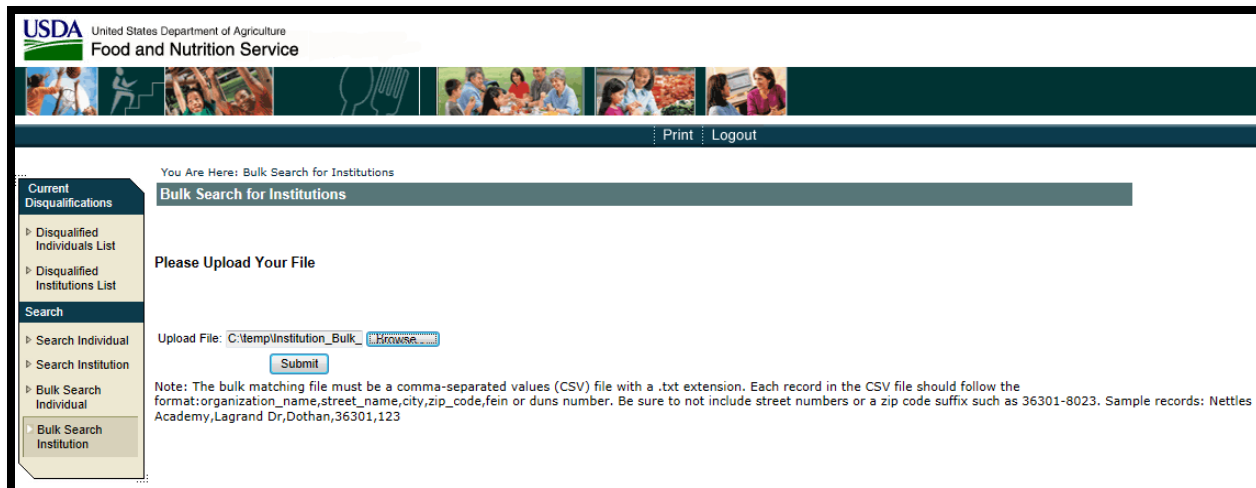


Figure 15: Bulk Search Institution

### 8.1.1 Results

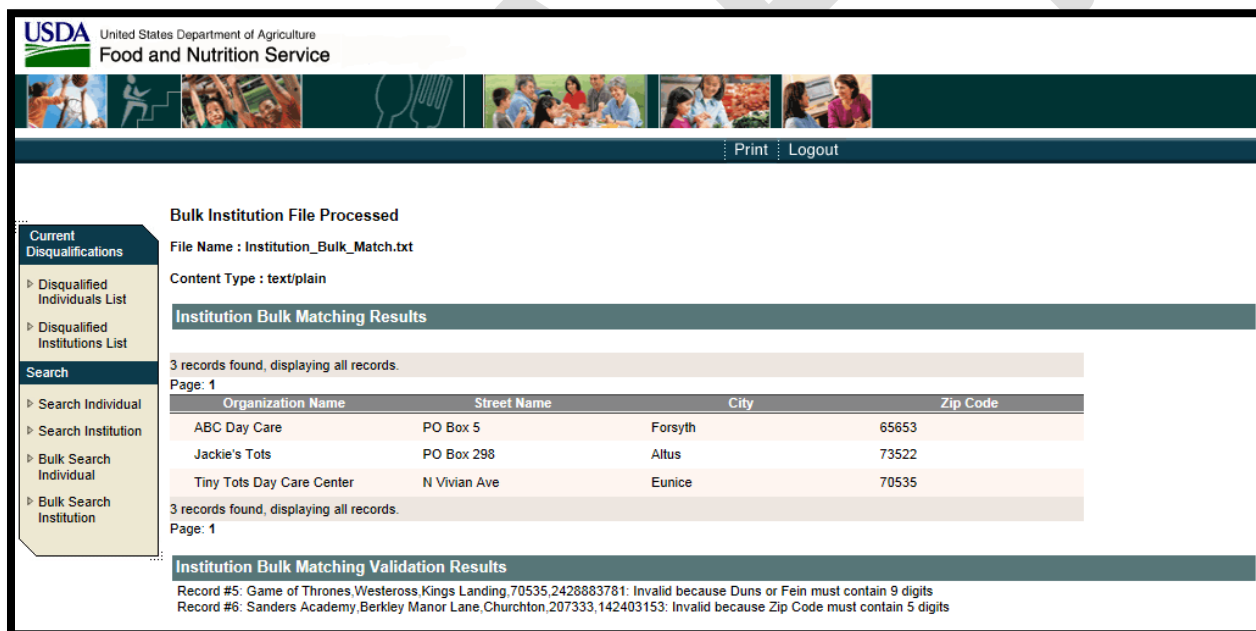


Figure 16: Bulk Search Institution Results