

**ILLINOIS STATE BOARD OF EDUCATION
NUTRITION DEPARTMENT
PROCEDURE FOR REQUESTING EARLY REMOVAL FROM
THE NATIONAL DISQUALIFIED LIST FOR
DAY CARE HOME PROVIDERS**

Once placed on the U.S. Department of Agriculture's (USDA) National Disqualified List (NDL) an individual remains on the NDL until such time as USDA Food and Nutrition Services (FNS), in consultation with the Illinois State Board of Education's Nutrition Department, determines the serious deficiencies have been corrected and FNS determines that early removal is allowed, or until seven years have passed since disqualification and all debt relating to the serious deficiencies has been paid in full.

The following procedures will be used when a day care home provider would like to be considered for early removal from the NDL:

1. All outstanding Child and Adult Care Food Program (CACFP) debts must be paid back before submitting a request for removal from the NDL. The day care home provider should contact their former sponsoring organization to repay any outstanding debts.
2. The request for removal must be submitted in writing and mailed, faxed, or emailed to:

Illinois State Board of Education
Nutrition Department
100 N. First St. W-270
Springfield, IL 62777
Fax: (217) 782-0372
Email: cnp@isbe.net

3. The request for removal must include:
 - a. Day care home provider's full name, address, email address (if available), date of birth, and a statement the day care home provider is requesting early removal from the NDL.
 - b. Documentation from the sponsoring organization indicating all outstanding CACFP debts have been repaid, if applicable.
 - c. A detailed corrective action plan that states the actions taken to fully and permanently correct the serious deficiencies. Organize the corrective action plan by listing the serious deficiency and then providing the corresponding corrective action plan. Any attachments must be labeled with the corresponding serious deficiency. The corrective action plan must include the following:
 - What are the serious deficiencies and the procedures that will be implemented to address the serious deficiencies? Provide detailed step-by-step procedures. An explanation as to why the serious deficiencies occurred, stating that the serious deficiencies have been corrected, or a promise that the serious deficiencies will not occur in the future are NOT acceptable corrective action plans. The serious deficiencies that led to disqualification can be found in the day care home provider's serious deficiency letters. Day care home providers should contact their former sponsoring organization or Nutrition Department for copies of serious deficiency letters (if needed).

- Who will address the serious deficiencies? List personnel responsible for each of the tasks.
 - When will the procedure for addressing the serious deficiencies be implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin).
 - Where and how will the corrective action plan documentation be retained?
 - How will staff be informed of the new policies and procedures (e.g., handbook, training, website, etc.)?
4. The Nutrition Department will review the request to determine if the corrective action plan meets USDA guidelines:
 - a. The Nutrition Department may request input from the sponsoring organization that disqualified the day care home provider.
 - b. If the corrective action plan is not adequate the day care home provider will be notified in writing of the decision. There is no opportunity to appeal the decision. If the request is denied the day care home provider may revise and re-submit the request.
 - c. If the corrective action plan is adequate it will be submitted to the FNS Midwest Regional Office and the Nutrition Department will request the removal of the day care home provider from the NDL.
 5. The FNS Midwest Regional Office will review the request. If the FNS Midwest Regional Office agrees the day care home provider should be removed from the NDL, they will submit the request to the FNS National Office recommending the removal of the day care home provider.
 6. The FNS National Office will review the request. If the FNS National Office agrees the day care home provider should be removed from the NDL, they will notify the Nutrition Department of the date the day care home provider was removed. The FNS National office has the final approval authority for removing a name from the NDL.
 7. The Nutrition Department will notify the day care home provider in writing of the final decision of the FNS National Office regarding the request including the date of the removal, if applicable.
 8. A day care home provider removed from the NDL must complete all CACFP application requirements before being approved to participate in the CACFP. A day care home provider does not have to participate with the sponsoring organization that disqualified them.