



Illinois State Board of Education

Accessing the National Disqualified List (NDL)

A “how to” for Sponsoring
Organizations in the Child and Adult
Care Food Program (CACFP)

What is the NDL?

The NDL is a list of institutions, family day care home providers, and individuals that have been terminated or otherwise disqualified from the Child and Adult Care Food Program (CACFP) participation that the USDA must make available to:

- State agencies for their use in reviewing applications to participate
- Sponsoring organizations to ensure that they do not employ as principals any persons who are disqualified from the Program.

Why Access the NDL?

- No organization on the NDL may participate in the CACFP as an institution or a sponsored center.
- No individual on the NDL may serve as a principal in any institution or facility or as a day care home provider.

Principal = *any individual who holds a management position within, or is an officer of, an institution or sponsored center, including all members of the institution's or sponsor center's Board of Directors.*

✓ The NDL provides a means for ensuring that current/potential sponsors and individuals are in good standing.

How to Access the NDL

Sponsoring organizations have eAuthentication **Level One** access to view the NDL:

- 1) Go to:
<https://identitymanager.eems.usda.gov/registration/index.aspx>
- 2) Follow the directions for **USDA Customers – What Level Access Do You Need?** Request Level 1 Access.
- 3) Once registered you will receive an email with instructions on how to activate your account.



Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Verify your Identity remotely by following the instructions on the "Level 2 Account Upgrade Request Confirmation" email, or visit a Local Registration Authority (LRA)

[Log into Your Profile](#)





You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

Register for Your Account - Level 1

Form Approved GSA FPMR (41 CFR) 101-11.6

Step 1 of 4 - Level 1 Access Account Registration

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USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

User Information ?

Required Field*

First Name*

Middle Initial

Last Name*

Suffix

Contact Information ?

Email*

Confirm Email*

Login Information ?

User ID*

Password*

Confirm Password*

Security Questions ?



File Message Tell me what you want to do...

Ignore Delete Reply Reply All Forward IM More

milk Team Email Reply & Delete To Manager Done Create New

Rules OneNote Assign Policy Mark Unread Categorize Translate Find Related Select Zoom

Wed 1/4/2017 1:29 PM

DoNotReply.ICAM@ocio.usda.gov

eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

3 *** Please do not reply to this email. For assistance see below ***

Step 3 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations **xxxxxxx**, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

<https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=EA3E62D6A95B49618404AC942D6B612B>

The User ID you created is: **xxxxxxx**
The email address you provided is: **xxxx@noemail.com**

Please retain this information for future reference.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication [USER ACCOUNT HOME](#) link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

<https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home>

If you need further assistance, click [here](#) to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click [here](#).



After Account Activation

After your account is activated, bookmark the following link. It is what you will use to access the NDL in the future:

<https://snp.fns.usda.gov/ndlweb/welcome.action>

Searching the NDL

1. Log in to the NDL system.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

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eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:



2. Select option to search by Individual or Institution.



Welcome To The National Disqualified List Application

Today's Date: Wed Nov 12, 2014 14:58:06 CST

Please select the desired feature from the menu on the left.

Welcome **Sponsoring Organization user**.

- Current Disqualifications
 - Disqualified Individuals List
 - Disqualified Institutions List
- Search
 - Search Individual**
 - Search Institution
 - Bulk Search Individual
 - Bulk Search Institution

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 Department of Agriculture to maintain a list of institutions, family day care home providers, and individuals that have been terminated or otherwise disqualified from Child and Adult Care Food Program (CACFP) participation. The law also required the Department 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 are disqualified from the Program. This statutory mandate has been incorporated into § 226.6(c)(7) of the CACFP regulations.



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Whole Child • Whole School • Whole Community

For Additional Assistance

The USDA has developed the *Child and Adult Care Food Program (CACFP) National Disqualified List (NDL) User Manual for Sponsoring Organizations*, which includes detailed instructions for accessing and using the NDL. The manual is available for view/ download at the “Help” tab of the NDL Home Page or at:

[https://snp.fns.usda.gov/ndlweb/resources/help/SO_NDL
User_Manual.pdf](https://snp.fns.usda.gov/ndlweb/resources/help/SO_NDL_User_Manual.pdf)