



# Accessing the National Disqualified List

A “How to” for Child Care Food Program  
(CCFP) Sponsors

Adapted by Florida Bureau of Child Care Food  
Programs from Virginia Department of Health

# What is the National Disqualified List (NDL)?

The NDL is 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 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 sponsored 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:

Go to:

<https://identitymanager.eems.usda.gov/registration/index.aspx>

or

<https://www.eauth.usda.gov/mainpages/eauthWhatIs Account.aspx>

Follow the directions for **USDA Customers - What  
Level of Access Do You Need?**

## 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

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[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. Visit your Local Registration Authority (LRA)

## Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

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- ▶ [Local Registration Authority Login](#)

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

# Register for Your Account - Level 1

Form Approved [OMB No. 0503-0014](#)

## 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.

### User Information



First Name\*

Required Field\*

Middle Initial

Last Name\*

### Contact Information



Email\*

# Password must:

- Be 12-24 digits long
- Include one number
- Include one uppercase letter
- Include one lowercase letter
- Include one special character
- Dictionary words may not be used on passwords

# Security Questions

- You will need to select and answer four distinct questions.
- This information will be used to validate your identify if you forget your password.



# Suggestion

- You will receive an e-mail with your:
  - User ID
  - Name
  - E-mail
  - Security Questions & Answers

Write down your new 12 -24 digit password on this page and save in secure place.

Message Adobe PDF



From: eems.support@ocio.usda.gov  
To: Crawford, Laurie (VDH)  
Cc:  
Subject: eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

Sent: Wed 11/12/2014 11:44 AM

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

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

Congratulations [REDACTED], 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=C10A4F4039CA47D79D8C68ADA4AB1ACA>

The User ID you created is: [REDACTED]

The email address you provided is: [REDACTED]

**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](#).

Thank You,  
-- The USDA eAuthentication Team



# 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>

## Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

## Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication Home](#) > eAuthentication Login

# eAuthentication Login

## LincPass (PIV) ?



## User ID & Password ?

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

REGISTER

LOGIN

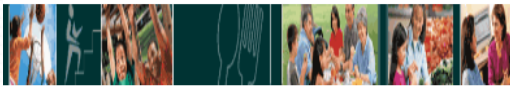
[Change my Password](#)

## 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.

# Searching the NDL



Home Print Logout Help

## 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.

# 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)