



Georgia Department of Early Care and Learning

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Brian P. Kemp
Governor

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Commissioner

MEMORANDUM

To: All Institutions and Sponsoring Organizations Participating in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP)

From: Sonja R. Adams, Director of Provider Services (*Original Signed*)

Date: October 1, 2019

Subject: NDL Search: *Determining whether a facility, individual, or family day care home provider is present on the USDA National Disqualified List (NDL)*

Definition(s): **“Facility”** means a sponsored center or a family day care home.¹

“Site” means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.²

Sponsors participating in the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) must ensure that any facility or individual under their sponsorship and for which they have an Agreement, is not present on the USDA National Disqualified List (NDL), with a “disqualified” status.

Additionally, sponsors are prohibited from allowing an individual that is listed on the NDL and possessing a “disqualified” status to serve in any principal capacity. ‘Principal capacity’ is defined as any individual who holds a management position or performs management responsibilities within or is an officer of an institution or sponsored facility, including all members of the institution’s board of directors or the sponsored facility’s board of directors.

Note: Although SFSP sites are not listed on the NDL but rather the Georgia Disqualified List, sponsors are nevertheless prohibited from allowing an individual who is on the NDL to serve in a principal capacity with the sponsor and/or permitting such individual to serve as a principal at a sponsored site.³

¹ 7 CFR § 226.2

² 7 CFR § 225.2

³ See also, DECAL Policy SFSP/04-15.

Instructions to Gain Access to the NDL

Below are instructions on how to gain level 1 eAuth access to the NDL. Although State agencies and Federal employees are required to have level 2 eAuth, sponsors are not. Rather, level 1 eAuth access is all that is required.

- **Step 1:** Go to: <https://www.eauth.usda.gov/mainPages/index.aspx> and click on “*create an account.*” Next, follow the prompts for creating an eAuth level 1 account. This can be done by answering a few simple questions.
- **Step 2:** Once you have created an account, go to <https://snp.fns.usda.gov/ndlweb/Welcome.action>
- **Step 3:** Once NDL access has been granted, you may begin to search for either institutions or individuals by clicking the *search* buttons on the left-hand side of the screen.

As a best practice, DECAL strongly advises sponsors to consistently check the NDL and recommends checking on a biquarterly basis to determine if any of their sponsored facilities, responsible principals, and/or responsible individuals are present on the NDL.

Note: Facilities and/or individuals with the NDL status of “removed” denotes that such facility or individual has been officially removed from the NDL by USDA and is eligible to “re-apply” to the CACFP or SFSP.

For questions concerning this memorandum, please contact the Policy Administrator at (404) 651-8193.