

## How to Access the National Disqualified List (NDL)

Go to <https://snp.fns.usda.gov/ndlweb/Welcome.action>.

1. Select **Create an Account** in the gray **Quick Links** box on left side or on Register under the **User ID & Password** box on the right.

The screenshot shows the USDA eAuthentication Login page. At the top left is the USDA logo and 'United States Department of Agriculture USDA eAuthentication'. At the top right is the EAS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, Find an LRA. The main content area has a green banner that says 'eAuthentication Login'. Below this banner are two main sections: 'LincPass (PIV)' and 'User ID & Password'. The 'LincPass (PIV)' section has a blue button that says 'CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)'. The 'User ID & Password' section has input fields for 'User ID:' and 'Password:', a link for 'I forgot my User ID | Password', and two buttons: 'REGISTER' and 'LOGIN'. The 'REGISTER' button is highlighted with a red box and a red arrow. On the left side, there is a 'Quick Links' box with a red box around 'Create an account' and a red arrow pointing to it.

2. Next select **REGISTER** for a **LEVEL 1 ACCOUNT**.

The screenshot shows the USDA eAuthentication 'Create an Account' page. At the top left is the USDA logo and 'United States Department of Agriculture USDA eAuthentication'. At the top right is the EAS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, Find an LRA. The main content area has a green banner that says 'Create an Account Getting Started'. Below this banner are two main sections: 'USDA Federal Employees, Contractors, & Affiliates' and 'USDA Customers - What Level of Access Do You Need?'. The 'USDA Federal Employees, Contractors, & Affiliates' section has a button that says 'Register for an Internal Account'. The 'USDA Customers - What Level of Access Do You Need?' section has two sub-sections: 'Request Level 1 Access to:' and 'Request Level 2 Access to:'. The 'Request Level 1 Access to:' section has a list of bullet points and a button that says 'Register for a Level 1 Account'. The 'Request Level 2 Access to:' section has a list of bullet points and a button that says 'Register for a Level 2 Account'. The 'Register for a Level 1 Account' button is highlighted with a red box and a red arrow.

3. Complete the information required to set up your account.

Home | About eAuthentication | Help | Contact Us | Find an LRA

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

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).

The characters < > ^ | are not allowed on this form.

**1** Enter your FIRST NAME as it appears on your current government issued Picture ID.

**2** Enter your LAST NAME as it appears on your current government issued Picture ID.

**3** Enter a valid EMAIL ADDRESS. The system will send an activation link to this address. Enter it a second time to confirm.

**4** Create a USER ID.

**5** Create a PASSWORD and confirm it.

**User ID complexity requirements:**

- No less than 6 characters
- No more than 20 characters
- Only special characters .-\_@ allowed
- Special characters not required.
- No spaces allowed
- User ID cannot begin or end with a period
- User ID cannot end in @fs.fed.us or @fs

**Password requirements:**

- 12-24 characters
- One number
- One uppercase letter
- One lowercase letter
- One special character ! # \$ % & ' \* ~
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used

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**6** Select a security question and provide an answer. You will need to do this 4 times.

**7** Select CONTINUE

**Continue**

Security Questions ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1\* Select...

2\* Select...

3\* Select...

4\* Select...

eAuthentication Home | USDA.gov | Site Map  
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

A screen will appear for you to verify your information and make any correction if necessary.

**8** Select EDIT to make changes or SUBMIT if all the information is correct.

USDA United States Department of Agriculture  
USDA eAuthentication

login : y2  
Password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication > Account Creation > Account Request Confirmation

## Create an eAuthentication Account

### Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the **edit**. If the information is correct, please continue by clicking the submit button.

**Verify User Information**

**User ID:** Testaccount2  
**Name:** Test Account  
**Email:** Testaccount2@gmail.com

**Verify Security Questions & Answers**

**Q: What is the name of your first pet**  
A: rover

**Q: Who was your prom date**  
A: bob

**Q: What is your first teacher's name**  
A: merle

**Q: Who is your best friend from childhood**  
A: jess

**Edit** **Submit**

eAuthentication Home | USDA.gov | Site Map  
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

4. You should receive this message letting you know that you have successfully created an account. You have one more step to complete your registration. You will receive an email with an activation link for your new account. This may take 24 hours.

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

## Create an eAuthentication Account

### Step 3 of 4 - Print Confirmation email

**Account Created:**

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

**eAuthentication Account Information:**

**User ID:** bigbecky  
**Email:** beckysmall@yahoo.com

**If after 24 hours you do not receive the confirmation email:**

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application: "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access"

**Once you have located the confirmation email:**

1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

Please *print* this page for future reference.

**Quick Links**

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

**Administrator Links**

- ▶ [Local Registration Authority Login](#)

The system will send you an email within 1 to 24 hours. This email will provide you with instructions to activate your account and allow you to search the database.

Print this page in case you need this information in the future

5. Log on to system

Home About eAuthentication Help Contact Us Find an LRA

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

## eAuthentication Login

**Quick Links**

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

**Administrator Links**

- ▶ [Local Registration Authority 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**

**Following Information:**

This information system, which includes (1) this computer, (2) all computers connected to this network, and (4) all devices connected to this network or to a computer on this network. This information system is for Government-authorized use only. Unauthorized use of this information 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:
  1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

# How to search the NDL

## Home Screen

**SELECT A SEARCH METHOD**

**SEARCH THE ENTIRE LIST OF CURRENT DISQUALIFICATIONS**  
Disqualified Individual List  
Disqualified Institution List

**SEARCH FOR A SPECIFIC INDIVIDUAL OR INSTITUTION**  
Search Individual  
Search Institution

**SEARCH FOR A GROUP OF INDIVIDUALS OR INSTITUTIONS**  
Bulk Search Individual  
Bulk Search Institution

USDA United States Department of Agriculture  
Food and Nutrition Service

Welcome To The National Disqualified List Application  
Today's Date: Wed Feb 11, 2015 09:12:29 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, requires the Department of Agriculture to maintain a list of institutions, family day care centers, and child care centers that are not eligible for participation in the National Child and Adult Care Food Program (CACFP) participation. The law also required the Department to make the list available to the public to ensure that they do not employ as principals any persons who are disqualified from participating in the CACFP.

U.S.C. 1766 (d)(5)(E)(i) and (ii) by disqualifying from Child and Adult Care Food Program (CACFP) participation and to sponsoring organizations to participate in the CACFP regulations.

USDA United States Department of Agriculture  
Food and Nutrition Service

Home Print Logout Help

At the top of all search screens you will have the following links:  
**HOME:** Returns you to the home page (main).  
**PRINT:** Allows you to print.  
**LOGOUT:** Exits the system.  
**HELP:** A detailed guide for further information.

- 1. DISQUALIFIED INDIVIDUALS/INSTITUTIONS LIST:** When you select disqualified individuals list or disqualified institutions list you will see a complete list of individuals or institutions that are currently disqualified. The screens for individuals and institutions will look and function the same.

(Example Using Disqualified Individual List)

USDA United States Department of Agriculture  
Food and Nutrition Service

NOTE: You can export your results to Excel to save them for your records.

Export Report

Disqualified Individuals List

Disqualified Individuals List

9,343 records found, displaying 1 to 200.

[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25 [Next/Last]

Last Name	First Name	Address	Termination Date	Debt Owed	Other Legal Names	Status	Pending Status	Duplicate RPI
NONE	NONE	NONE	09/08/2003	Yes		Disqualified		
NONE	NONE	NONE	10/16/2014	No		Disqualified		
NONE	NONE	NONE	10/16/2014	No		Disqualified		
NONE	NONE	NONE	10/16/2014	No		Disqualified		
NONE	NONE	XXXXXXXXX Whitmore Ave Dayton, OH 45417-6462	10/16/2014	No		Disqualified		

Results can be sorted by:  
Last Name  
First name  
Termination Date  
Status  
Pending Status

**2. SEARCH INDIVIDUAL/INSTITUTION:** This search is useful when you want to search for a specific individual or institution. The screens for individual and institution searches will look and function the same.

(Example using search individual)

This search does not require you to answer all questions in order to run the search. However, the more information you enter the more specific your results will be.

**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

**Disqualification Reasons:**

- Other
- Submission of false information on the application
- Simultaneous participation under more than one sponsoring organization
- Failure to keep required records
- 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
- Submission of false claims for reimbursement
- Non-compliance with the Program meal pattern
- 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

(Individual Search Screen Cont.)

**Address**

Street Number: Enter Data

Street Name/PO Box Number: Enter Data

City: Enter Data Starts

State/Province: Select One

Select Result List Size: 100

**Submit** **Cancel**

After you enter your search criteria select "Submit".

# SEARCH RESULTS

Return to Criteria

Export Report

Individual Search Results

## Individual Search Results

Search Criteria: First Name=(Start)

URI: /SearchIndividual.action

1,185 records found, displaying 1 to 4 records  
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Select "View" to see detailed information for the disqualification.

Last Name	First Name	Address	City	State	Zip	Legal Names	Status	Duplicate RPI	
XXXXXXXXXXXX		FDCH Provider	XXXXXXXX Columbus, OH	43231		12/27/2011	No	Disqualified	No
XXXXXXXXXXXX		FDCH Provider	XXXXXXXX Drive Columbus, OH	43224		11/26/2013	No	Disqualified	No
XXXXXXXXXXXX		FDCH Provider	XXXXXXXX Columbus, OH	43228		06/10/2013	No	Disqualified	No
XXXXXXXXXXXX		FDCH Provider	XXXXXXXX Columbus,			05/20/2014	No	Disqualified	No

View

View

View

View

# VIEW RESULTS

View Individual

## View Individual

Individual Name: Samsam Abdalle  
Disqualification Status: Disqualified  
Pending Action Status:

### Other Personal Information

Other Legal Names: NONE

Address: Oak Knoll Dr Columbus, Ohio 43231 United States of America.

Validation Result : NONE  
Date Validated : NONE  
Validated By : NONE

### Disqualification Information

Region: Midwest  
Termination Date: 12/27/2011  
Type of Individual Disqualification: FDCH Provider  
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: NONE  
Individual's Title with Organization: NONE

State Agency Imposing Disqualification: Ohio  
Contact Information:  
1) Ohio  
25 S. Front Street  
Columbus  
Phone: (614) 466-2945  
Fax: (614) 752-7613  
Email:

### Disqualification Information

Region: Southwest  
Termination Date: 01/10/2013  
Type of Individual Disqualification: FDCH Provider  
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: Eastern Plains CAA  
Individual's Title with Organization: NONE

State Agency Imposing Disqualification: New Mexico  
Contact Information:  
1) New Mexico  
Family Nutrition Bureau  
P.O. Drawer 5160  
Santa Fe  
Phone:  
Fax:  
Email:

Disqualification Reasons:  
1)Submission of false claims for reimbursement

Comments:  
Initial Data Conversion

Status Comments:  
Initial Data Conversion

Files have not been uploaded.

Detailed information for the disqualification is displayed.

Disqualification Reasons:  
1)Submission of false claims for reimbursement

Comments:  
Initial Data Conversion

Status Comments:  
Initial Data Conversion

**3. BULK SEARCH INDIVIDUAL/INSTITUTION:** Use bulk search if you have a group of individuals or institutions that you need to search for. The screens for individual and institution searches will look and function the same.

(Example using Bulk Search Institution)

NOTE: The file for the bulk search must be a CSV (comma-separated-values) file with a .txt extension. The file itself needs to be formatted as follows:

**INDIVIDUAL:** First name, last name, date of birth (yyyymmdd). **EXAMPLE: John,Crane,19661022**

**INSTITUTION:** Organization name, street name, city,zip code,fein or duns number. Do not add street numbers or zip code suffix (only use first 5 numbers for zip). **EXAMPLE: Nettles Academy,Lagrand Dr,Dothan,36301,123**

Organization Name	Street Name	City	Zip Code
ABC Day Care	PO Box 5	Forsyth	65653
Jackie's Tots	PO Box 298	Altus	73522
Tiny Tots Day Care Center	N Vivian Ave	Eunice	70535

**Institution Bulk Matching Validation Results**

Record #5: Game of Thrones,Westeross,Kings Landing,70535,2428883781: Invalid because Duns or Fein must contain 9 digits  
 Record #6: Sanders Academy,Berkley Manor Lane,Churchton,207333,142403153: Invalid because Zip Code must contain 5 digits