



The Child and Adult Food Care Program (CACFP)

National Disqualified List (NDL)

User Manual for State Agencies

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1 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 U.S. Department of Agriculture (USDA) to maintain a list of institutions, day care home providers, and individuals that have been terminated or otherwise disqualified from Program participation. The law also required USDA to make the list available to State agencies and sponsoring organizations for their use in reviewing applications to participate. This is to ensure that any institutions that have been disqualified from the Program do not participate in the CACFP and any persons who have been disqualified from the Program are not a responsible principal for any institution participating in the CACFP. This statutory mandate was incorporated into § 226.6(b)(1)(xii), § 226.6(b)(2)(ii), § 226.6(c)(7) of the Program regulations. The resulting National Disqualified List (NDL) became effective in 2002.

The purpose of maintaining a National Disqualified List (NDL) and making it available to State agencies and sponsoring organizations is to provide these entities with a tool for promoting Child and Adult Care Food Program (CACFP) integrity by preventing several situations from occurring. First, it prevents institutions whose Program agreements were terminated for cause in one State from simply moving to another State and reapplying for Program participation. Second, it prevents individuals responsible for serious mismanagement from continuing to be involved in Program administration by forming a new corporate entity and entering the Program

under a different organizational name. Third, it prevents individuals associated with a disqualified institution from re-entering the Program as a day care home provider, as a principal with another institution, or as a principal in a sponsored center. Finally, it prevents day care home providers terminated for cause by one sponsoring organization from re-entering the Program under the auspices of a different sponsoring organization.

The NDL is a web-based system designed for use by various user types to add, update, search and view the data of disqualified individuals and institutions. Specifically, State agencies will enter disqualified institutions and individuals as well as be able to conduct searches.

2 NDL System Access

The NDL system integrates with the USDA's e-Authentication system. Sponsoring organization users need e-Authentication level one clearance to access the NDL system to view the list of institutions and individuals that are currently disqualified. Users can obtain an e-Authentication credential at <https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx>.

State agency and FNS users need e-Authentication level two clearance to add institutions and individuals to the list. If the State Agency has questions regarding obtaining e-Authentication level two clearance, they should contact their Regional FNS office.

2.1 User Login (Figure 1)

The following website contains the login screen to the NDL system:

<https://snp.fns.usda.gov/ndlweb/Welcome.action>. Users must enter their username and password to access the NDL system.

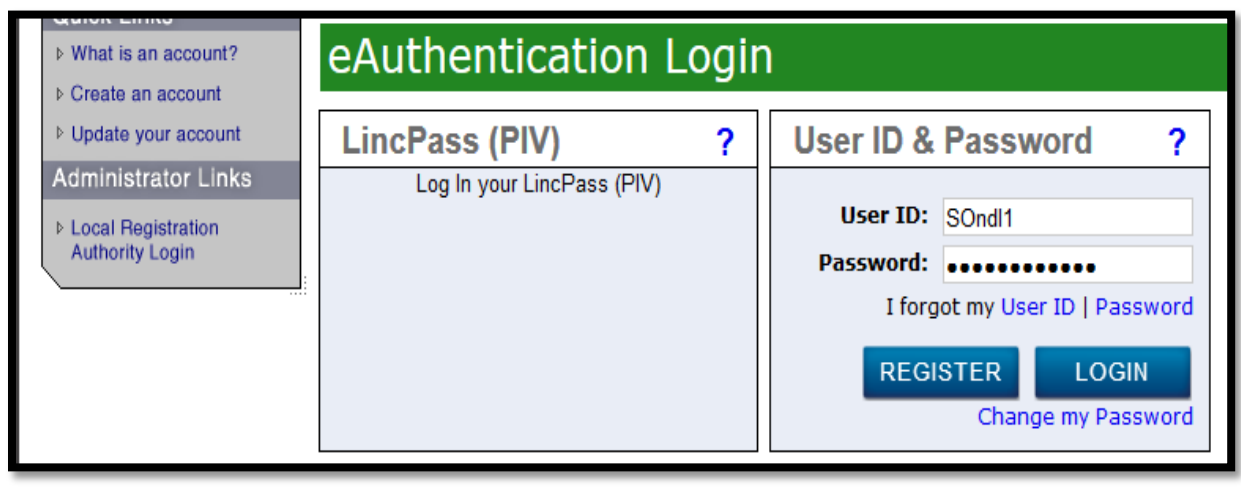


Figure 1: e-Authentication Login Screen

3 Welcome Page (Figure 2)

Successful login brings the user to the Welcome Page. The Welcome Page displays the regulatory language that gives USDA the authority and responsibility for maintaining the NDL. From this page, use the navigation bar to access the individual and institution disqualified lists, conduct a search of institutions or individuals, and/or conduct a bulk search of institutions or individuals.

The screenshot shows the USDA National Disqualified List Application Welcome Page. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Food and Nutrition Service". Below the logo is a horizontal banner with several small images: a person holding a scale, a person climbing stairs, a group of people, a person's hands, a group of people eating, a person with a dog, and a person talking. To the right of the banner are "Print" and "Logout" links. Below the banner is a dark blue bar with the text "Welcome To The National Disqualified List Application". Underneath this bar, the text reads "Today's Date: Tue May 13, 2014 09:25:19 CDT". Below the date, it says "Please select the desired feature from the menu on the left." and "Welcome Jeffrey Sanders, State Agency user." On the left side, there is a navigation menu with the following items: "Current Disqualifications", "Disqualified Individuals List", "Disqualified Institutions List", "Search", "Search Individual", "Search Institution", "Bulk Search Individual", "Bulk Search Institution", "Add", "Add Individual", and "Add Institution". Below the navigation menu, there is an "Introduction" section with the following text: "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."

Figure 2: Welcome Page

The side navigation bar displays the options available:

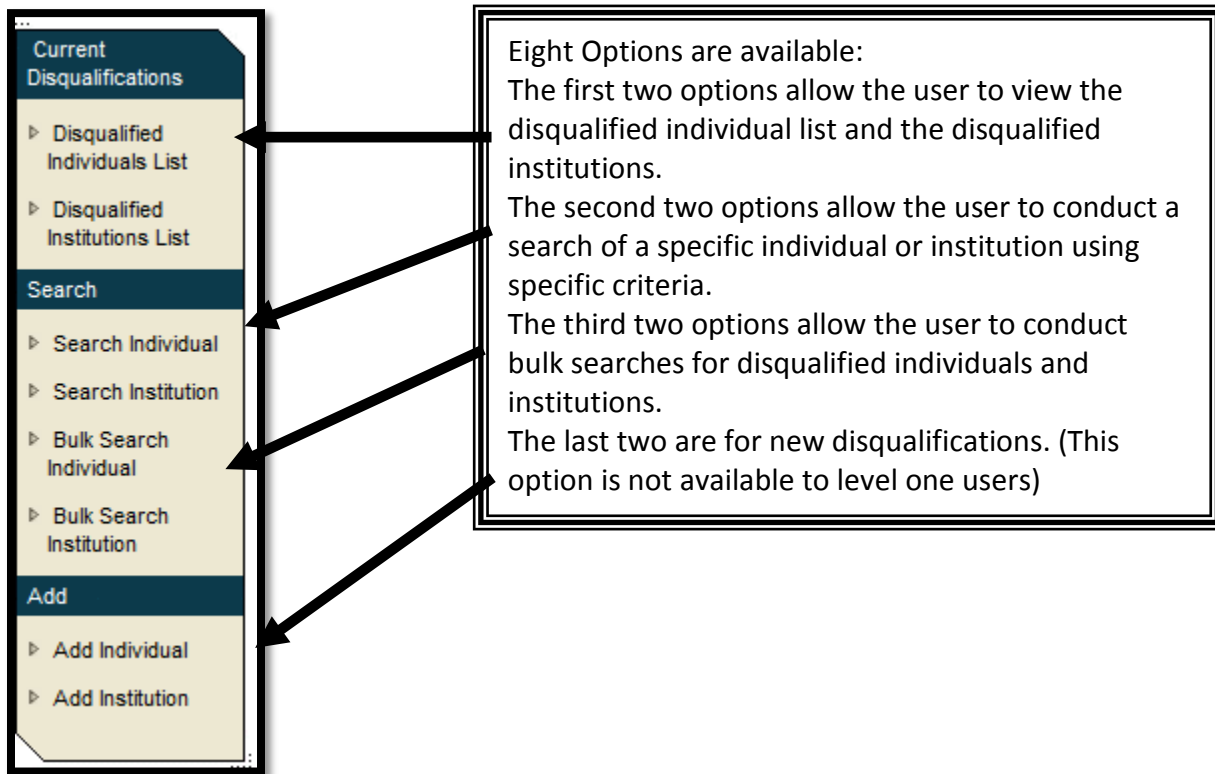


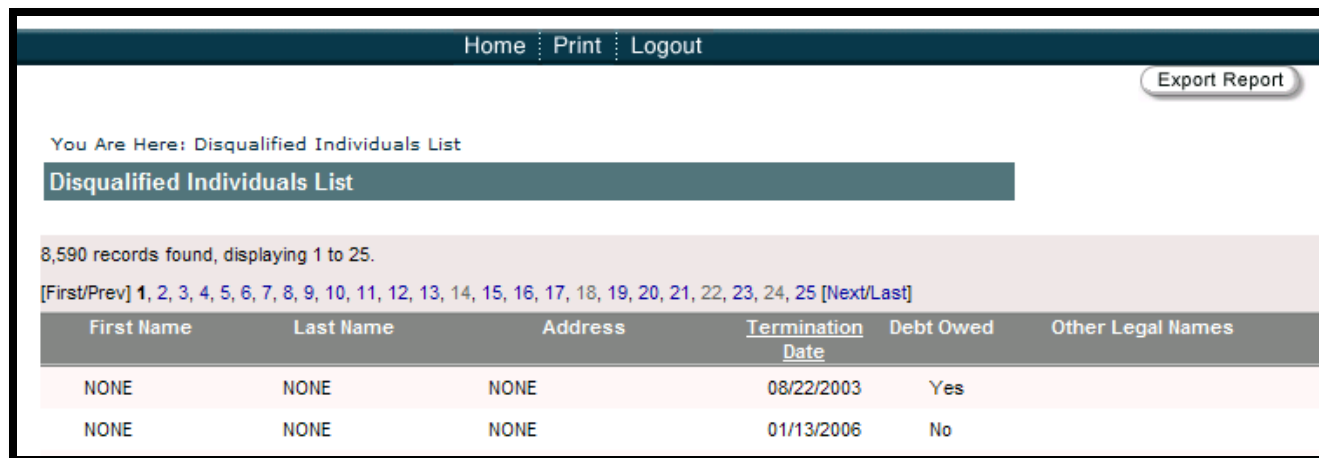
Figure 2: Welcome Page (continued)

4 Accessing the Disqualified Lists

To access the disqualified lists, the user clicks on “Disqualified Individuals List” or “Disqualified Institutions List” from the navigation bar.

4.1 Disqualified Individuals List (Figure 3)

The Disqualified Individuals List is a comprehensive list of all the Responsible Principals and Individuals (RPI) currently disqualified from participation in the CAFCP. The list displays in alphabetical order by last name and shows the first and last name, date of birth, address, termination date of the individual, a “yes or no” indicator under debt owed and other legal names, if any. Click on the “First Name”, “Termination Date” or “Debt Owed” to change the order in which the list is displayed. The user can maneuver the list by selecting the numbers at the top or bottom of the page or by selecting the next or last page.



Home | Print | Logout

Export Report

You Are Here: Disqualified Individuals List

Disqualified Individuals List

8,590 records found, displaying 1 to 25.

[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]

First Name	Last Name	Address	Termination Date	Debt Owed	Other Legal Names
NONE	NONE	NONE	08/22/2003	Yes	
NONE	NONE	NONE	01/13/2006	No	

Figure 3: Disqualified Individuals List

4.2 Disqualified Institutions List (Figure 4)

The Disqualified Institutions List is a comprehensive list of all the institutions disqualified from participation in the CACFP. The list displays in alphabetical order the institution’s name, address, termination date of the institution, a “yes or no” indicator under debt owed and other institution names, if any. Click on “Termination Date” or “Debt Owed” to change the order in which the list is displayed. The User can maneuver the list by selecting numbers at the top or bottom of the page or by selecting the next or last page.



Home | Print | Logout

Export Report

You Are Here: Disqualified Institutions List

Disqualified Institutions List

1,918 records found, displaying 1 to 25.

[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]

Institution Name	Address	Termination Date	Debt Owed	Institution Other Names
"R" Future Child Care Center	6412 Bardstown Rd Louisville, KY 40291-3041	12/04/2008	No	

Figure 4: Disqualified Institutions List

4.3 Export Results

The NDL or the results of a search may be exported to an Excel spreadsheet by clicking the “Export Report” in the right hand corner of the screen.

5 Search Function (Individuals)

5.1 Search for an Individual (Figure 5)

To perform a search of an individual:

1. Click on Search Individual in the left hand menu;
2. Enter the search criteria via text entry, checkbox and drop down selections;
3. Click on the Submit button.

Figure 5: Search Individual

5.1.1 No Match Result (Figure 6)

The NDL system alerts the user when a search produces a “No Match”. Users can return to the search function by selecting “Return to Criteria” or return to the welcome page by selecting “Home”.

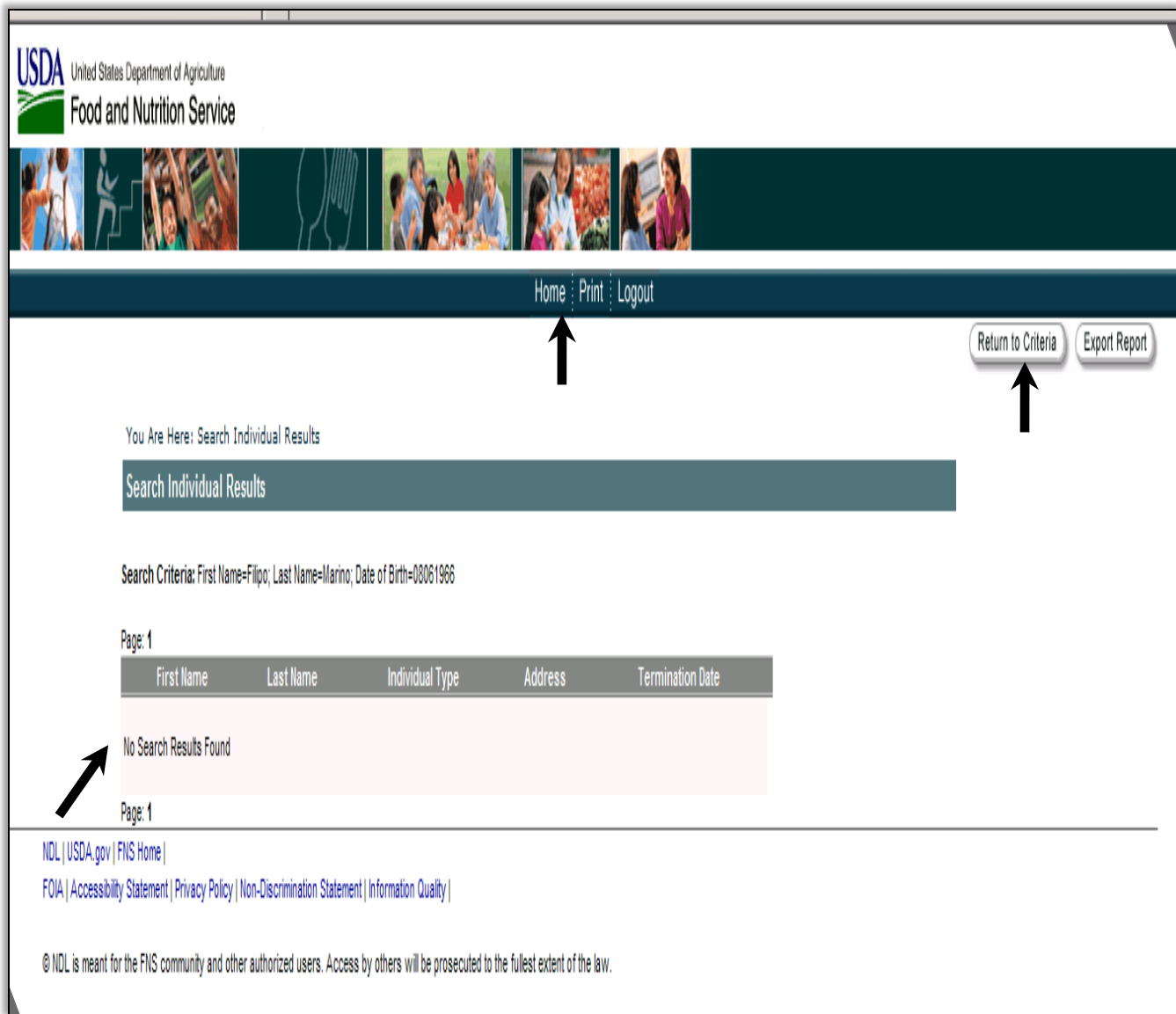


Figure 6: Search Individual - No Match

5.1.2 Match Results (Figure 7)

A search resulting in a match displays the following screen:

USDA United States Department of Agriculture
Food and Nutrition Service

Print Logout

Return to Criteria Export Report

You Are Here: Individual Search Results

Individual Search Results

Search Criteria: State Agency Imposing Disqualification=Maryland

URI: /SearchIndividual.action

112 records found, displaying 1 to 25.
[First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Individual ID	First Name	Last Name	Individual Type	Address	Termination Date	Debt Owed	Other Legal Names	Status	Pending Status	Dupe RPI
9284	Chanda	Adkisson	Institution RPI	Hillsway Ave Baltimore, MD 21234- 5911	04/18/2010	No		Removed		No
12690	Candice	Anderson	Institution RPI	Main Street Largo, MD 20770	07/07/2013	No		Disqualified		No
12691	Candice	Anderson	Institution RPI	Second Ave Bowie, MD 20775	05/05/2013	No		Disqualified		Yes
12670	Ray	Anderson	Institution	Anderson	01/12/2013	No		Deleted		No

Figure 7: Search Individual – Match Found

5.1.3 View Individual (Figure 8)

The “View Individual” screen provides additional information associated with the disqualified individual.

View Individual:

This section displays the full name of the disqualified individual and their status (i.e., Disqualified, Removed or Pending). The status “Removed” means the individual is no longer on the list, however if someone is reapplying who has been removed from the NDL, the SA should be sure the disqualified individual is monitored so that previous disqualifications do not recur. The status “Pending” means the State agency submitted the individual for disqualification but the FNS Regional Office has not yet approved the disqualification. The status changes to “Disqualified” after FNS Regional Office approves the disqualification of the individual.

Other Personal Information:

This section displays the individuals’ other legal names, address, address verification result, date validated and the staff who validated the address. Validation results reveal whether or not the NDL system recognizes the address. If the system recognizes the address, it populates the field with "validated". If the system does not recognize the address, the State agency user can alter the address or override the validation.

Disqualification Information:

This section displays the respective FNS Regional Office, State agency, termination date of the individual, the type of individual disqualification (i.e., FDCH Provider, Independent or Institution Responsible Principal or Individual (RPI), debt owed, original debt amount, amount paid, and date debt paid in full.

- The “Debt Owed” field indicates if the individual owes a debt.
- If an individual owes a debt, the State agency user will be required to enter the original debt amount.
- The “Amount Paid” is an optional field that the user can complete when payment is received.
- When the debt is paid in full, the user enters the date the final payment was made in the “Date Debt Paid in Full”. After the debt, including interest, is paid in full, the individual will be removed from the NDL 7 years from the effective date of termination or the date the final payment is entered if greater than 7 years.
- The NDL system displays the disqualification reason(s) at the bottom of the screen, as well as any comments entered.

[Print](#) [Logout](#) [Return to Criteria](#) [Return to Results](#)

You Are Here: [View Individual](#)

View Individual

Individual Name: Chanda Adkisson
Disqualification Status: Removed
Pending Action Status:

Other Personal Information

Other Legal Names:
NONE

Address:
Hillsway Ave
Baltimore , Maryland 21234
United States of America.

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

Disqualification Information

Region: Mid Atlantic

Termination Date: 04/18/2010

Type of Individual Disqualification: Institution RPI

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: Hillendale Child Development
Individual's Title with Organization: President

State Agency Imposing Disqualification: Maryland

Contact Information:

1) School and Community Nutrition Programs
Chief
200 West Baltimore Street
Baltimore

Phone: 4107670199
Fax: 4103332635
Email:

2) State Department of Education
Chief
Baltimore

Phone: 4107670199
Fax: 4103332635
Email:

Comments:

Figure 8: View Individual

6 Search Function (Institutions)

6.1 Searches for an Institution (Figure 9)

To perform a search of an institution:

1. Click on Search Institution in the left hand menu;
2. Enter the search criteria via text entry, checkbox and drop down selections;
3. Click on the Submit button.

The screenshot shows the USDA Food and Nutrition Service website interface. At the top, there is a navigation bar with links for Home, Print, Logout, and Help. A left-hand menu is visible, with 'Search Institution' selected. The main content area is titled 'Search Institution' and contains the following fields and sections:

- Institution Information:**
 - Institution Name:** A text input field containing 'Charles' and a 'Starts' dropdown menu.
 - Type of Institution:** A dropdown menu set to 'Select One'.
- Disqualification Information:**
 - Program Type:** A dropdown menu set to 'Select One'.
 - Status:** A dropdown menu set to 'Select One'.
 - State Agency Imposing Disqualification:** A dropdown menu set to 'Select One'.
 - Region:** A dropdown menu set to 'Select One'.
 - Debt Owed:** A dropdown menu set to 'Select One'.
 - Termination Date:** A text input field with the format 'mmddyyyy'.
- Disqualification Reasons (Checkboxes):**
 - Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations
 - Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates 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
 - Failure by a sponsoring organization to properly train or monitor sponsored facilities in accordance with §226.16(d)
 - The fact the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed
 - Failure by a sponsoring organization of day care homes to properly classify day care homes as tier I or tier II in accordance with §226.15(f)
 - Failure to perform any of the other financial and administrative responsibilities required by §226.6
 - Permitting an individual who is on the National disqualified list to serve in a

Figure 9: Search Institution

6.1.1 No Match Result (Figure 10)

The NDL system alerts the user when a search produces a “No Match”. Users can return to the search function by selecting “Return to Criteria” or the welcome page by selecting “Home”.

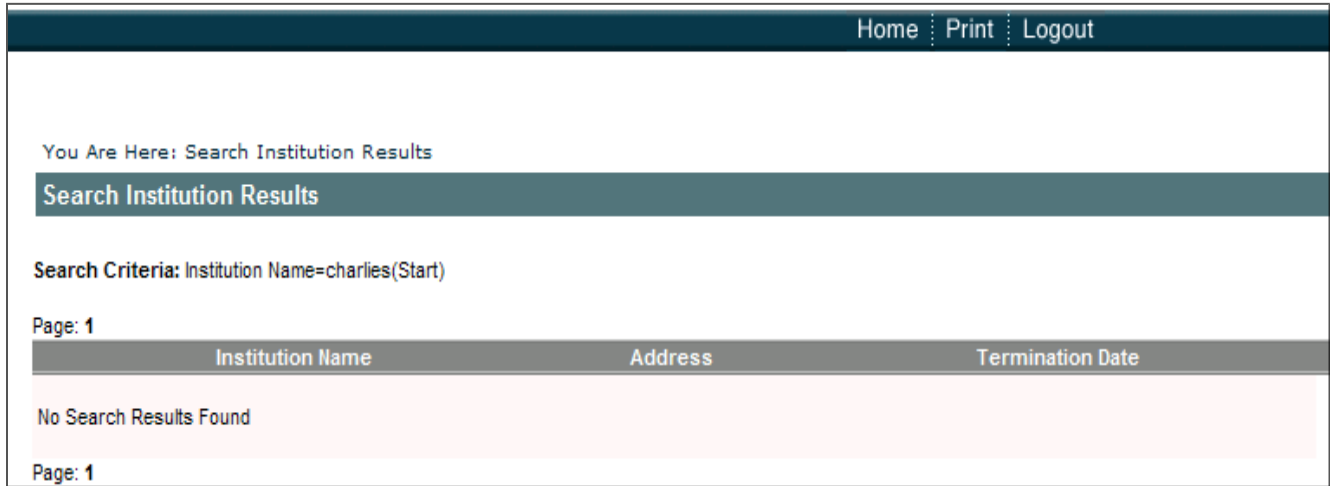


Figure 10: Search Institution - No Match

6.1.2 Match Result (Figure 11)

A search resulting in a match displays the following screen:

You Are Here: Search Institution Results

Search Institution Results

Search Criteria: State Agency Imposing Disqualification=Massachusetts

3 records found, displaying all records.

Page: 1

Institution ID	Institution Name	Address	Type of Institution	Termination Date	Debt Owed	Institution Other Names	Status	Pending Status
2240	View The Future Children's Center	60 Pleasant St Dorchester, MA 02125-1839	Independent Center	12/22/2005	No		Disqualified	
2422	View Lawson Enterprises Incorporated	433 N Main St Poplar Bluff, MO 63901-5107			No		Removed	
2658	View Watch Me Grow	550 Russells Mills Rd South Dartmouth, MA 02748-1104	Independent Center	12/04/2006	No		Disqualified	

3 records found, displaying all records.

Page: 1

NDL | USDA.gov | FNS Home |
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality |

© NDL is meant for the FNS community and other authorized users. Access by others will be prosecuted to the fullest extent of the law.

Figure 11: Search Institution - Match Found

6.1.3 View Institution (Figure 12)

The “View Institution” screen provides additional information associated with the disqualified institution.

View Institution:

This section displays the full name of the disqualified institution and its status (i.e., Disqualified, Removed or Pending). The status “Removed” means the institution is no longer on the list. The status “Pending” means the State agency submitted the institution for disqualification but the FNS Regional Office has not yet approved the disqualification.

Other Institution Information:

This section displays the institutions’ other names (if any), address, address verification result, date validated and the staff who validated the address. Validation results reveal whether or not the NDLS system recognizes the address. If the system recognizes the address, it populates the field with "validated". If the system does not recognize the address, the State agency user can alter the address or override the validation.

Disqualification Information:

This section displays the respective FNS Regional Office, termination date of the institution, debt owed, original debt amount, amount paid, and date debt paid in full.

- The “Debt Owed” field indicates if the institution owes a debt.
- If an institution owes a debt, the State agency is required to enter the original debt amount.
- The “Amount Paid” is an optional field that the FNS user can complete when payment is received.
- When the debt is paid in full, the FNS user enters the date the last payment was made in the “Date Debt Paid in Full”. After the debt, including interest, is paid in full, the institution will automatically be removed from the NDL 7 years from the effective date of termination.
- The NDL system displays the disqualification reason(s) at the bottom of the screen, as well as any comments entered.

Responsible Principals or Individuals (RPI):

The section displays the RPI responsible for the disqualification, his or her date of birth, as well as the person’s title within the institution and if the person is responsible for the debt. This section also includes other legal names and the address of the RPI.

Phone: 7813383000
Fax: 7813383399
Email: nutrition@doe.mass.edu

Disqualification Reasons:

1) Failure to maintain adequate records
2) Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates 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
3) Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations

Comments:
NONE
Status Comments:
Institution lost appeal....

Review Documents

Notice of Serious Deficiency
[Notice of Proposed Termination](#)
[Notice of Termination](#)

Supporting documents not uploaded.

Responsible Principals or Individuals

First Name: Belva	Middle Name: NONE	Last Name: Brennan View
Title: Owner	Program Debt: Yes	Individual ID: 12704
Date of Birth: 6/19/66	Duplicate RPI:	

Other Legal Names:

Address:
31 Alex Way
Boston, Massachusetts 01212
United States of America.

Request Remove Request Delete Request Update Supporting Documentation

Figure 12: View Institution

7 Bulk Search Individual

7.1 Bulk Search for an Individual (Figure 13)

When you click the “Bulk Search Individual” left-side menu option, you are taken to a screen that allows you to upload a comma delimited file for bulk individual searching of the disqualified lists. The bulk-matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format: first name,last name,date of birth. The date of birth format must be yyyyymmdd. Sample record - John,Crane,19661022.

The results screen shows all matches from your search requests as well as any validation errors for records with bad data.



Figure 13: Bulk Search Individual

7.1.2 Results (Figure 14)

Print Logout

Bulk Individual Match File Processed
 File Name : Individual_Bulk_Match.txt
 Content Type : text/plain

Individual Bulk Matching Results

3 records found, displaying all records.
 Page: 1

First Name	Last Name	Date of Birth	Termination Date	Street Name	City	Zip Code
Paul	Lindsey	1966-10-01		Willow Lane	Portland	97021
Joyce	Reed	1948-12-01		Archer Blvd	Salem	97330
Anthony	Strabo					

3 records found, displaying all records.
 Page: 1

Individual Bulk Matching Validation Results

Record 6: Terry,Sherbondy,45619550401: Invalid because Date of Birth format must be yyyyMMdd
 Record 7: Mike,Wagner,04011973: Invalid because Date of Birth format must be yyyyMMdd

Figure 14: Bulk Search Individual Results

8 Bulk Search Institution

8.1 Bulk Search for an Institution (Figure 15)

When you click the “Bulk Search Institution” left-side menu option, you are taken to a screen that allows you to upload a comma delimited file for bulk institution searching of the disqualified lists. The bulk-matching file must be a comma-separated values (CSV) file with a .txt extension. Each record in the CSV file should follow the format:organization_name,street_name,city,zip_code,fein or duns number. Be sure not to include street numbers or a zip code suffix such as 36301-8023. Sample records: Nettles Academy,Lagrand Dr,Dothan,36301,123

The results screen shows all matches from your search requests as well as any validation errors for records with bad data.



Figure 15: Bulk Search Institution

8.1.1 Results (Figure 16)

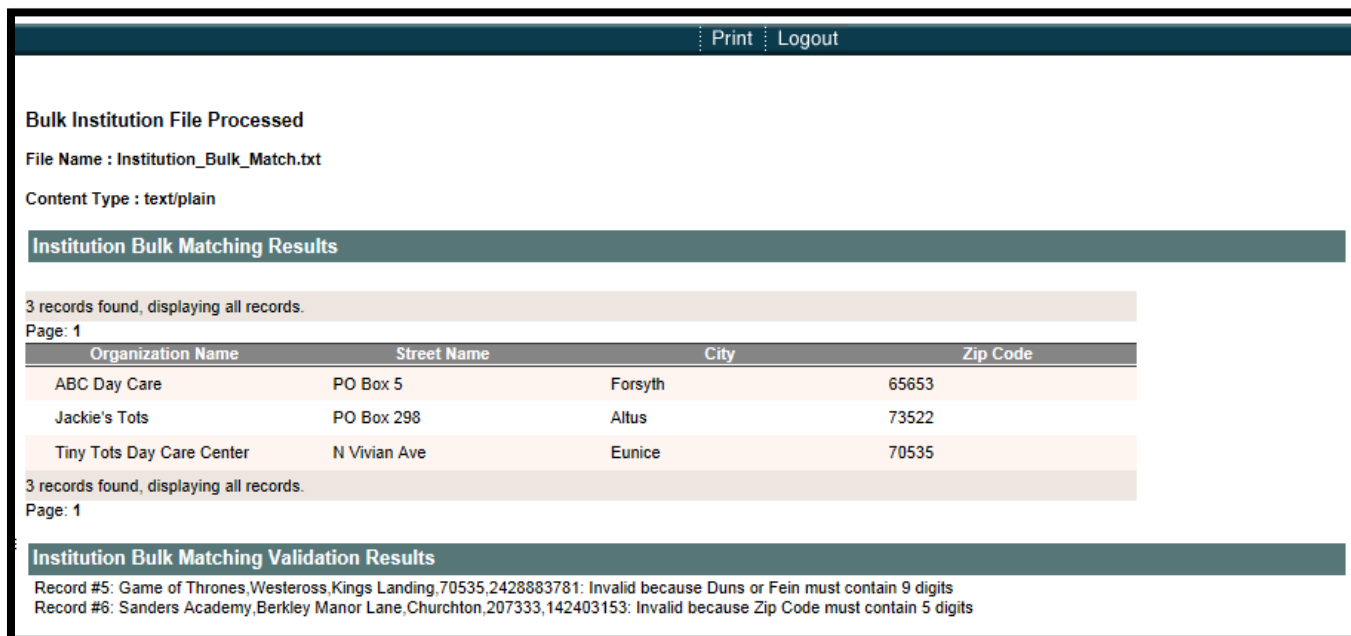


Figure 16: Bulk Search Institution Results

9 Add Disqualified Individuals to the NDL (Figure 17 and 17.1)

State agency users click on “Add Individual” on the task bar to add the disqualification information of an individual into the system. When adding an individual, fields that are marked with an “*” are required to be completed in order to save the record.

The three mandatory files are uploaded for the disqualification. These files are:

1. Notice of Serious Deficiency
2. Notice of Proposed Termination
3. Notice of Termination/Disqualification

Upon entering the address, click on “Validate Address”. If the system successfully verifies the address, it populates the field with "validated". If the system does not recognize the address, the State agency user can alter the address or override the validation.

Select at least one disqualification reason. If “Other” is selected, it must be explained in the “Additional Comments” section.

If the entered data passes all validations, the individual information is saved into the system when the “**Save**” button is clicked. After successfully saving, the disqualification status of the newly added individual record is set to “Pending” and will appear on the FNS Regional Office pending add list for review/approval.

United States Department of Agriculture
Food and Nutrition Service

Print Logout

Current Disqualifications

Add Individual

Upload Documentation (Submit First)

Personal Information

Disqualification Information

Add Comments

Upload Documentation (Submit First)

Notice of Serious Deficiency:

Notice of Proposed Termination:

Notice of Termination/Disqualification:

Personal Information

*First Name: Enter Data	Middle Name: Enter Data	*Last Name: Enter Data
*Date of Birth: mmddyyyy		
*Street Number: Enter Data	Street Name/PO Box Number: Enter Data	Additional Address Information: Enter Data
*City: Enter Data	*State/Province: Select One	*Zip Code: Enter Data Enter Da

Disqualification Information

*Program Type
Select One

*State Agency Imposing Disqualification:
Maryland

*Region:
Mid Atlantic

*Termination Date:
mmddyyyy

*Type of Individual Disqualification:
Select One

*Debt Owed:
Select One

Original Debt Amount:(Please enter the amount in US dollars)
Enter Data

Amount Paid:(Please enter the amount with interest in US dollars)
Enter Data

Date Debt Paid In Full:
mmddyyyy

Name of Provider's Sponsoring Organization or Responsible Principal/Individual's Institutional Affiliation:
Enter Data

Individual's Title with Organization:
Enter Data

Add Comments

Enter Data

Figure 17: Add Disqualified Individuals (top view)

10 Add Disqualified Institutions to the NDL (Figure 18 and 18.1)

State agency and FNS users click on “Add Institution” on the task bar to add the information of a disqualified institution to the system. When adding an institution, fields that are marked with an “*” are required to be completed in order to save the record.

The three mandatory files are uploaded for the disqualification. These files are:


1. Notice of Serious Deficiency
2. Notice of Proposed Termination
3. Notice of Termination/Disqualification

Upon entering the address, click on “Validate Address”. If the system successfully verifies the address, it populates the field with “validated”. If the system does not recognize the address, the State agency user can alter the address or override the validation.

Select at least one disqualification reason. If “Other” is selected, it must be explained in the “Additional Comments” section.

Enter all of the RPIs. If there is a debt associated with the institution, at least one of its RPI is responsible for the debt.

If the entered data passes all validations, the institution information is saved into the system when the “**Save**” button is clicked. After successfully saving, the disqualification status of the newly added individual record is set to “Pending” and will appear on the FNS Regional Office pending add list for review/approval.



United States Department of Agriculture
Food and Nutrition Service

Print Logout

Current Disqualifications

- Disqualified Individuals List
- Disqualified Institutions List

Search

- Search Individual
- Search Institution
- Bulk Search Individual
- Bulk Search Institution

Add

- Add Individual
- Add Institution

Upload Documentation

Notice of Serious Deficiency:

Notice of Proposed Termination:

Notice of Termination/Disqualification:

Add Institution

*Institution Name:

Enter Data

*Type of Institution:

Select One

*DUNS Number:

Enter Data

*Employer Id Number (EIN):

Enter Data

Street Number:

Enter Data

*City:

Enter Data

*Street Name/PO Box Number:

Enter Data

*State/Province:

Select One

Additional Address Information:

Enter Data

*Zip Code:

Enter Data Enter Data

Other Business Names: (Please enter other business names below.)

Enter Data

Enter Data

Enter Data

Disqualification Information

Program Type:

Select One

*State Agency Imposing Disqualification:

Maryland

*Region:

Mid Atlantic

*Termination Date:

mm/dd/yyyy

*Debt Owed:

Select One

Original Debt Amount: (Please enter the amount in US dollars)

Enter Data

Amount Paid: (Please enter the amount in US dollars)

Enter Data

Date Debt Paid In Full:

mm/dd/yyyy

*Disqualification Reasons: (Please select one or more disqualification reasons as applicable)

Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations

The fact the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements. However, this prohibition does not apply if the institution or the principal has been fully reinstated in, or is now eligible to participate in, that program, including the payment of any debts owed

Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates 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

Failure by a sponsoring organization of day care homes to properly classify day care homes as tier I or tier II in accordance with §226.15(f)

Failure to properly implement and administer the day care home termination and administrative review provisions set forth at paragraph §226.6(f) and §226.16(i)

Failure to perform any of the other financial and administrative responsibilities required by §226.6

Failure to return to the State agency any advance payments that exceeded the amount earned for serving eligible meals, or failure to return disallowed start-up or expansion payments

Failure to maintain adequate records

Conviction of the institution or any of its principals for any activity that occurred during the past seven years and that indicates 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

Claiming reimbursement for meals not served to participants

Failure of a sponsoring organization to disburse payments to its facilities in accordance with the regulations at §226.16(g) and (h) or in accordance with its management plan

Claiming reimbursement for a significant number of meals that do not meet Program requirements

Claiming reimbursement for meals served by a for-profit adult day care center during a calendar month in which less than 25 percent of its enrolled adult participants were title XIX or title XX beneficiaries

Use of day care home funds by a sponsoring organization to pay for the sponsoring organization's administrative expenses

Use of a food service management company that is in violation of health codes

Failure to operate the Program in conformance with the performance standards set forth in paragraphs (b)(1)(xviii) and (b)(2)(vii) of §226.6

Any other action affecting the institution's ability to administer the Program in accordance with Program requirements

Other

Add Comments

Please add Responsible Principals/Individual here:

RPI 1:		
*First Name:	Middle Name:	*Last Name:
Enter Data	Enter Data	Enter Data
*Date of Birth:	Title:	*Program Debt:
Enter Data	Enter Data	Select One
Street Number:	*Street Name/PO Box Number:	Additional Address Information:
Enter Data	Enter Data	Enter Data
*City:	*State/Province:	*Zip Code:
Enter Data	Select One	Enter Data Enter Data
<input type="button" value="Validate Address"/>		

Other Legal Names: (Please enter other legal names below.)

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To remove the above Responsible Principals/Individual, click Remove button
Click Save to save this action.

To add additional Responsible Principals/Individuals, click

Figure 18: Add Disqualified Institutions

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