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DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSORS MEMORANDUM #6**

TO: Family Day Care Home Sponsors

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: January 8, 2015

SUBJECT: Web-based National Disqualified List (NDL) System Webinar Available

ACTION: Check Institution Principals Against the NDL

As referenced in the Child and Adult Care Food Program (CACFP) Fiscal Year (FY) 2015 Operational Memorandum #5, the United States Department of Agriculture (USDA) National Disqualified List (NDL) is now accessible by independent centers and sponsors of centers in the CACFP and Summer Food Service Program (SFSP) on-line. The NDL is a list of institutions and individuals that have been disqualified and terminated from participation in the CACFP and SFSP.

Beginning on October 22, 2014, independent centers and sponsors of centers are **required** to conduct a primary check of the NDL of individuals who would be a principal of the institution, center, or sponsor. This includes family day care home (FDCH) providers. A principal is defined by 7 CFR 226.2 as "*any individual who holds a management position within, or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors.*"

Participating institutions are required to gain level 1 access to the NDL and check all principals to ensure they are not on the list before submitting the application for participation. Whenever institution principals change, the institution must check the NDL to ensure the principal is not on the NDL and submit an amendment to their application to the Michigan Department of Education (MDE). The information on the NDL is highly confidential and is intended for program use only. Efforts should be taken to carefully safeguard all NDL information.

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Family Day Care Home Sponsor Memo #6
Page 2

MDE has created a webinar on how to obtain access and conduct searches on the web-based NDLE. This webinar and the USDA User Manual are available on the [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Trainings. MDE will also provide technical assistance as needed.

Please contact the CACFP office at 517-373-7391 with any questions.