

North Carolina Department of Health and Human Services
Division of Child and Family Well-Being
Community Nutrition Services Section
Child and Adult Care Food Program
National Disqualified List (NDL) Removal Request Procedures



The National Disqualified List (NDL) is a list, maintained by the U.S. Department of Agriculture, of institutions, responsible principals and responsible individuals, and day care homes disqualified from participations in the Child and Adult Care Food Program.

Removal of institution, principals, and individuals from the list.

7 CFR § 226.6 (c)(ii)(C)(v) Once included on the National disqualified list, an institution and responsible principals and responsible individuals remain on the list until such time as FNS, in consultation with the appropriate State agency, determines that the serious deficiency(ies) that led to their placement on the list has(ve) been corrected, or until seven years have elapse since they were disqualified from participation. However, if the institution, principal, or individual has failed to repay debts owed under the Program, they will remain on the list until the debt has been repaid.

Removal of day care homes from the list.

7 CFR §226.6 (c)(ii)(C)(vi) Once included on the National disqualified list, a day care home will remain on the list until such time as the State agency determines that the serious deficiency(ies) that led to its placement on the list has/have been corrected, or until seven years have elapse since its agreement was terminated for cause. However, if the day care home has failed to repay debts owed under the Program, it will remain on the list until the debt has been repaid.

Steps for Requesting to be Removed from the NDL:

- Submit a letter in writing requesting removal from the NDL. The letter should be sent to:
Cassandra Williams, Child & Adult Care Food Program Unit Manager
1914 Mail Service Center
Raleigh, North Carolina 27699
- The request must include: The name of the institution/principal/individual/day care home provider, the date of birth of each principal/individual/day care home provider, the name of the agency that placed you on the NDL, the program violation(s) and a statement as to how the program violation(s) has(ve) been corrected.
- Submit a corrective action plan for each program violation listed in the Notice of Serious Deficiency. In addition, submit supporting documentation for each program violation. **Example:** If the program violation was failure to maintain complete and accurate enrollment documentation. A corrective action plan would be written on how the institution/principal/individual/day care home provider will collect, assess, and maintain enrollment documentation for all enrolled participants. In addition, the institution/principal/individual/day care home provider would submit copies on current complete and accurate enrollment documentation for all enrolled participants.
- Note: If you do not have a copy of the Notice of Serious Deficiency, you will need to contact the agency that issued the notice and request a copy.

The request for removal from the National Disqualified List is a process that begins with:

- A State agency review and approval of the documentation submitted by the institution, principal, individual, or day care home provider.
 - **If** the documentation is approved by the State agency, it will be forwarded to the USDA/FNS Regional Office for review and approval
 - **If** the documentation is approved by USDA/FNS Regional Office, it will be forwarded to USDA/FNS National CACFP Offices for approval and subsequent removal.

Once the process is complete the institution/facility will receive a letter from the State agency approving or denying the request to be removed from the National Disqualified List.