Reply to
Attn of: CACFP-793 February 12, 2007

Subject: CACFP National Disqualified List Relocated to Secure Web Site

To: STATE AGENCY DIRECTORS - Colorado DPHE, Iowa, Kansas, Missouri DHSS,
(Special Nutrition Programs) Montana DPHHS, Nebraska, North Dakota,
South Dakota, Utah and Wyoming ED

The purpose of this memorandum is to transmit the attached Child Nutrition Division memorandum on the status of the Child and Adult Care Food Program (CACFP) National Disqualified List (NDL). The CACFP NDL was removed from the PartnerWeb due to privacy-related legal requirements that apply to computer inter-agency sharing of personal data.

The NDL will be posted on a system which requires more stringent security access (i.e. “Level 2” eAuthentication assurance). This new system is located on the current FNS Store Tracking and Redemption System (STARS) portal. STARS is a FNS web-based system used by Food Stamp and WIC administering agencies at the State level to track retailers and vendors. The enclosed memorandum contains detailed instructions for obtaining “Level 2” eAuthentication assurance.

If you have any questions regarding this memorandum please call our office at (303) 844-0354.

DARLENE SANCHEZ
Regional Director
Special Nutrition Programs

Attachment
DATE: February 9, 2007

SUBJECT: CACFP National Disqualified List Relocated to Secure Web Site

TO: State Agencies Administering CACFP
    All States
    Regional Directors
    All Regions

The purpose of this memorandum is to update you on the status of the CACFP National Disqualified List (NDL). As you know, the CACFP NDL was removed from the PartnerWeb due to privacy-related legal requirements that apply to computer inter-agency sharing of personal data.

As discussed with the regions, we explored several options with the Information Technology Division (ITD) for posting the NDL in compliance with the requirements of the Privacy Act. The NDL will be posted on a system which requires more stringent security access (i.e., “Level 2” eAuthentication assurance.) This new system is located on the current FNS Store Tracking And Redemption System (STARS) portal. STARS is a FNS web-based system used by Food Stamp and WIC administering agencies at the State level to track retailers and vendors.

Please note that the USDA “Level 2” eAuthentication customer credential is required for access to STARS. To obtain a “Level 2” ID, users must register with the USDA eAuthentication website and present a government-issued ID to a Local Registration Authority (LRA). Users can locate a LRA site through the web site http://offices.sc.egov.usda.gov/locator/app. Attached are detailed instructions on this process and information on the standardized naming convention for FNS State Partner Account Credentials (i.e., user ID’s and passwords.)

Once users obtain their “Level 2” ID, they must complete and submit a Form FNS-674, Computer Access Request (copy attached), to Winnie McQueen or Belva Rutter at fax number (703) 305-2879, for program authorization. Users that already have USDA “Level 2” credentials for another purpose (e.g., FPRS) need only fax a completed FNS-674 to either Winnie or Belva. After the information on the FNS-674 is processed, users will be able to access the CACFP NDL at the new internet address: https://stars.fns.usda.gov/ndl. We anticipate that you will be able to access the NDL within a week of submitting the completed FNS-674.

Our longer-term plan is to make the NDL available to all institutions. We are working with ITD on this project and will keep you abreast of the status. Until such time, State
agencies should continue to assist institutions in ensuring they do not employ as a principal or take on as a provider any individual who appears on the NDL. State agencies with questions should contact their regional office and regional staff should contact Belva Rutter or Winnie McQueen.

Your cooperation is appreciated.

STANLEY C. GARNETT
Director
Child Nutrition Division

Attachments
Steps for Obtaining a USDA Level 2 eAuthentication Customer Credential

Here are the steps for nonfederal users to obtain a USDA Level 2 eAuthentication customer credential:

(1) Go to http://www.eauth.gov.usda.gov/eauthCreateAccount.html

(2) Click the link in blue (about halfway down) labeled "Level 2 Access"

(3) Fill in the information requested. Make sure your first and last names exactly match the Driver's License, State Photo ID, Military ID or Passport that you will present to the Local Registration Authority (LRA) in Step 8.

You may enter your work address in lieu of your home address. Mother's maiden name is a security attribute like the PIN which will not be verified. Enter any name you like.

(4) Don’t forget your user ID, password, and PIN. Keep this information in a safe location. You will need this information if you forget your password and have to contact the eAuthentication Help Desk. Their email address is eauthhelpdesk@usda.gov.

(5) Click Submit

(6) eAuthentication will send you the information to activate your eAuthentication Account. Check your e-mail after 20 minutes

(7) Click the link embedded in the email and follow the instructions to activate your account

(8) Locate a LRA site through the web site http://offices.sc.gov.usda.gov/locator/app. This site contains the locations of over 13,500 USDA LRAs; however, it does not contain the locations of FNS employees who are LRA's. Take your government-issued photo ID and your new user ID to the LRA for validation and Level 2 eauthentication access. We recommend calling the office prior to going.
Standard Naming Convention

The standardized naming convention delineated below shall be used for Food and Nutrition Services’ State Partner Account Credentials (i.e., user ID’s).

State user ID’s shall have the following format:

- A 1-character number indicating location;
- User’s first name;
- A dot;
- User’s last name.

U.S. Postal Service abbreviation for the user’s state. Example: VAJuanita.Makuta

User Id’s are limited to 20 characters. Minimum length is 6 characters.

Limitations/Guidelines on Creating User ID’s

Length Requirements

- Names must be unique within the first 20 characters
- Truncate longer last names to fit within 20 characters (including initial number indicating location)
- Remember the dot (period) also counts as a character
- No duplicates are allowed within eAuthentication. If duplicate names exist, see Exceptions section below.

Character Requirements

Possible characters are numbers, letters (upper or lower case letter are considered the same character) and periods.

- Do not use any special characters such as `_-@#$%^&*()+=~<>?/\,;:
- Do not use the “-“ in hyphenated names
- Do not use a space to separate names

Exceptions

- Use #firstname.lastname where possible, where # stands for the initial number indicating location. If duplicate names still exist, the following rules apply:
- Middle initial or middle name is allowed, following the convention of firstname.middlename.lastname. Must truncate at 20 total characters. If a duplicate still exists the last character must be changed to a 2, etc.
- If there is a duplication and the ID is less than 20 characters, add a number to the end (starting with 2)
• If there is a duplication and the ID is 20 characters, change the 20th character to a number (again starting at 2)

• If someone normally goes by their middle name, they can use that name instead of their first name. For example, if the name is “Tommy Lee Jones” and they go by “Lee”, their User ID could be “#lee.jones” instead of some variation like “Tommy.Jones” or “Tommy.Lee.Jones”, although the latter two examples would also be permitted if the user prefers.

Examples of User ID’s

For names less than 18 characters long (20 counting initial number indicating location and the dot in the middle), e.g. real name = Santa Claus

First occurrence: vasanta.claus
Second one: vasanta.clause2 or vasanta.middle.clause

For names more than 18 characters long (18 characters in name plus initial number plus the dot), e.g. real name = Elizabeth Washington:

First occurrence: vaelizabeth.washingto [final ‘n’ is truncated]
Second one: vaelizabeth.washingt2

For names less than 18 characters long including the middle name, e.g., real name = John Quincy Adams:

First occurrence: vajohn.quincy.adams
Second one: vajohn.quincy.adams2

Using Middle Initial, less than 20, real name = Rutherford B. Hayes

First occurrence: varutherford.b.hayes
Second one: varutherford.b.hayes2

Using Middle Name, 20 or more characters, real name = Mary Beth Christianson

First occurrence: vamary.beth.christian final ‘s’ is truncated]
Second one: vamary.beth.christian2

Include first initial and middle name, less than 20 characters, real name = F.Scott Fitzgerald

First occurrence: vaf.scott.fitzgerald
Second one: vaf.scott.fitzgerald2

Password Creation Guidance

Please create a password that you will remember. Pet names, mother’s maiden names, and birthplace names are all examples of candidates for passwords that are easy to remember. However, please note that your password may not contain your first or last name, your User ID, or dictionary words.
The password must be at least 9 characters and not more than 12 characters. The password is case sensitive. Your password must meet these requirements:

Your password must contain at least one uppercase letter, at least one lowercase letter, and at least one non-alphabetical character, which can include numbers and these punctuation marks:

! # - $ % * = + ; ; , ? ~

Your password may not contain any punctuation marks not in the above list, spaces, or tabs.

After applying the above guidance, the result should be a password that is easy to remember but very hard for someone else to guess. You should write down your password in a secret, safe place that no one else can access. Do not tell anyone else your password and do not allow others to see it.

On form FNS 674, fill out numbers 1-5, excluding 5C (Social Security Number). Do not fill out 6A or B.
**U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE**

**COMPUTER SYSTEM ACCESS REQUEST**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of Information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

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<thead>
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<th>1. USER NAME</th>
<th>2. USDA EAUTH ID</th>
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<th>6B. STATE/LOCALITY CODE(S)</th>
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<th>7. COMMENTS, SPECIAL INSTRUCTIONS</th>
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<td>REQUEST ACCESS TO CACFP NDL @: <a href="https://stars.fns.usda.gov/ndl">https://stars.fns.usda.gov/ndl</a></td>
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**FORM FNS-674 (12/05) Previous Editions Obsolete**

Electronic Form Version Designed in JetForm 5.01 Version