Subject: PartnerWeb Access Request Form and Instruction for Child and Adult Care Food Program (CACFP) National Disqualified List

To: STATE AGENCY DIRECTORS - Colorado ED, Colorado DPHE, Iowa, Kansas, Missouri ED, Montana DPHE, Nebraska, North Dakota, South Dakota, Utah and Wyoming ED

On March 3, 2006 you received an email message from Ron Ulibarri at Child Nutrition Division announcing the rollout of the CACFP National Disqualified List on the Food and Nutrition (FNS) PartnerWeb. At that time you received instructions on how to access the CACFP-NDL PartnerWeb site. New users to the PartnerWeb were processed in batches in the past month and should have been issued usernames and passwords. If you already had access to the PartnerWeb, you were able to access the information immediately.

The Regional Office is issuing this information as policy and placing it on the PartnerWeb. The attachments include the Request Form and the NDL Access Instructions.

FNS PartnerWeb is a password protected environment accessible to you through the internet. As with other usernames and passwords, you are not permitted to share this information with anyone else.

Upon gaining access to the PartnerWeb, you will find a list of “Communities”, where you will have access to the CACFP-NDL only. Note, some States and the Regions may have access to other Communities for other business reasons. In the CACFP-NDL Community, on the first page, there are links to instructions on how to use the National Disqualified List files in Microsoft Excel and Adobe Acrobat formats. We highly recommend you review these procedures prior to accessing the NDL files.

The FNS Child Nutrition Division asked States to limit their initial submission of names to five in an effort to manage the initial influx of individuals needing access. If you know of additional State agency personnel in need of access, please return the attached form to Ron Ulibarri via email or fax.
State Agency Directors

Thank you for your patience during this initial phase of making this information available to you.

Please contact our office at (303) 844-0354 if you have any questions.

DARLENE SANCHEZ
Regional Director
Special Nutrition Programs

Attachments
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<tr>
<th>Organization Name</th>
<th>Organization Address (Street, City, State, Zip Code)</th>
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<tr>
<th>Print User Name (First, MI, Last)</th>
<th>Two Letter State Code</th>
<th>Mark if already on Partner Web</th>
<th>Telephone Number</th>
<th>e-Mail Address</th>
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CACFP - NDL on the Partner Web - Access Request Form

FNS is preparing a means for Regions and State Agencies to have access to the CACFP National Disqualified List (NDL). We will make the information available on the FNS Partner Web, which is a special password protected portion of our internet. The NDL will be posted in Adobe Acrobat format (.pdf) and Microsoft Excel format (.xls).

At this time, access to the Partner Web is not available to any organization except State Agencies. Any request for an individual that is not an employee of the State will be denied.

In preparation for making the NDL available to you on the Partner Web, we need information for up to five individual State agency staff members so identification numbers and passwords can be set-up. Please use the form on the reverse side of this page to request access to the Partner Web. We know that some State agency staff may already have access to the Partner Web, so we have added a special place on the form to indicate that access has already been given.

Please complete only one form per State agency. Upon completion of the form, please email or fax it to Ron Ulibarri at Ron.Ulibarri@fns.usda.gov or fax 703-305-2879, at your earliest convenience.

Further instructions on how to access the NDL on the Partner Web will be provided via email to each individual. That message will also contain that person’s identification number and temporary password. If you have any questions or concerns, please contact Ron Ulibarri, telephone 703-305-2626.
CACFP – NDL Access to the PartnerWeb

In order to access the PartnerWeb, your computer must have an internet browser and an internet connection. In order to open and search the CACFP-NDL files, you will need at least one of the following software programs:

- Adobe Acrobat Reader
- Microsoft Excel

Adobe Acrobat Reader
Adobe Acrobat Reader is software that is available free on the internet and permits the user to open and read files saved in .pdf format. The software can be obtained from the Adobe website at this web address: http://www.adobe.com/products/acrobat/readstep2.html. Please follow the instructions provided on the Adobe website for download and installation.

Accessing the CACFP – NDL PartnerWeb Site

Follow these steps to gain access to the PartnerWeb and the CACFP-NDL (Child and Adult Care Food Program’s National Disqualified List).

1. On your computer, logon to the internet and open your internet browser.
2. In the Address bar, type in: https://www.fnspartner.usda.gov/ then hit Enter. (Note, do not forget the “s” after the “http”.) You will then get a screen that looks like this.

3. Type in your Username and Password as provided by USDA. (Note, you will be asked to change your password when you logon for the first time.)
4. Then click the radio button next to your organization type and using the dropdown menu, click on the entity you are affiliated with. This example is for a State agency (as the organization) and the State of Colorado. (Note, if you click on any entity for which you are not affiliated, you will be denied access to the PartnerWeb.) Then click the Login button.
5. You will then see the PartnerWeb Community screen, which is the home page. To access the CACFP-NDL, click the link to that community.
6. You will then see this page. Instruction on how to use the Microsoft Excel file can be found by clicking here. Instruction on how to use the Adobe Acrobat file can be found by clicking here. The Excel and Adobe NDL files are located here.

We recommend you review the Excel and Adobe instructions prior to using the files. If after reading the instructions you are unable to properly use the NDLs, please contact your regional office.