



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL HASLAM
GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

MEMORANDUM

TO: Sponsors of Family Day Care Homes & Unaffiliated Centers - Tennessee CACFP organizations. Child and Adult Care Food Program (CACFP) Institution(s)

FROM: Mamawah Hill, Director of Community Services

DATE: __10/08/2015__

SUBJECT: **Sponsors of Family Day Care Homes & Unaffiliated Centers - NDL**

Thank you for all that you do to help Tennesseans to receive nutritious meals.

To enhance program integrity and to ensure the health and safety of our children, this is a reminder of your responsibility as a Sponsor to always check the NDL prior to adding any provider.

NDL Access Instructions - Level 1 eAuthentication Credential

The steps required in order to access the NDL as a CACFP Sponsor:

- You will need a Level 1: eAuthentication credential to access the NDL system. If you do not have the credentials, please click on the following link: <https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx> complete the form, and submit it.
- You can query NDL data. You can NOT add individuals or institutions to the NDL. Only authorized State Agency Level 2 users are authorized to perform this action.
- There is a NDL User Manual Available once the user is able to login to the system. This is currently housed in PDF form under the "Help" tab.
- NDL Access website: <https://snp.fns.usda.gov/ndlweb/Welcome.action>

Sponsors of Homes - Termination for Cause & Convenience:

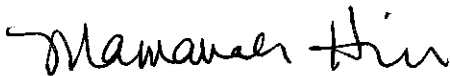
Please remember that as Sponsors of Child Care Homes, you have the authorization to terminate the CACFP participation of home providers for cause or convenience. This authorization is provided by the federal regulation found at 7 C.F.R. § 226.18(b)(8), and is a provision of the standard agreement which must be executed between your Institution and each home that is Sponsored.

To re-emphasize our previous guidance on this matter, a termination for convenience must not be implemented for any home provider who has failed to correct serious deficiencies in the operation of the program. A termination for cause must be taken when this circumstance occurs. A termination for convenience should only be implemented when it is not administratively and/or financially feasible to continue your sponsorship.

As a reminder, Sponsors are required to always send TDHS CACFP a copy of each adverse action notice that you send: Serious Deficiency, Notice of Proposed/Intent to Terminate and the Termination Notice that you send to a provider.

If you have any questions concerning this matter and need to call our office you can call us at: 615-313-4749.

Regards,

A handwritten signature in black ink that reads "Mamawah Hill". The signature is written in a cursive, flowing style.

Mamawah Hill, Director of Community Services

MH/ba