



TIP SHEET FOR NC CACFP APPLICATION REVIEWERS

Verification of Institution's Status

Use this tip sheet to look up information for the National Disqualified List (NDL), Employer Identification Number (EIN), IRS Tax Revocation List, and System Award Management (SAM) Registration list. The date you verify each item needs to be recorded in the "INTERNAL USE ONLY" section.

1. National Disqualified List (NDL)

<https://snf.fns.usda.gov/ndlweb/Welcome.action> (for all institutions)

- Click on the **Organization List**; open the Excel Document, and Search for the following:
 - Institution name
 - Facility name (if different from the Institution)
 - Sponsored facilities, if applicable
- Click on the **Individuals List**; open the Excel Document, and Search for the names of the following positions listed on the Institution Application:
 - Executive Director/Owner
 - Claim Preparer
 - Authorized Individual
 - Board Chair
 - Program Contact

If an individual or institution or facility appears on the NDL, let your supervisor know by email and include a copy of the listing in the NDL.

2. Employer Identification Number (EIN) – for non-profit institutions or unaffiliated sponsored centers only

- On the IRS website, go to [Tax Exempt Organization Search](#)
- Under 'Search by', choose 'Employer Identification Number'
- Enter the EIN listed in the Institution Application, under Institution Description

3. Tax Revocation List – *for non-profits only*

- On the IRS website, go to [Tax Exempt Organization Search](#)
- Under 'Select Database', choose 'Auto-Revocation List' from the drop-down menu
- Click 'Search by Employer Identification Number (EIN) or Organization Name'.
- Enter the EIN or Organization name and click "Search".
- If the organization had their federal tax exempt status revoked, they will appear on the Auto Revocation List.
 - Important note: just because an organization appears on the Auto Revocation List, it does not mean the organization is currently revoked, as they may have been reinstated.
 - If the institution is a for-profit institution, checking the list is not required



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4. SAM Registration – all institutions

- Go to www.sam.gov
- Click on [Search records](#)
 - Enter the institution's name in the Quick Search box
 - You can also look by DUNS number (found on item #2 in Institution Application)
 - If the Quick Search Results do not show the institution, on the Quick Search Results page, under Filter Results, click on both "Active" and "Inactive" boxes.
 - If the SAM registration number is missing or has expired, contact the institution to let them know they need to apply for SAM registration or update their SAM registration.

5. DUNS: Verify – all institutions

- Go to DUNS and Bradstreet website, DUNS number lookup:
<https://www.dnb.com/duns-number/lookup.html>
- Search for "Other Company"
- Enter Institution Name and State, at a minimum.
- Click on "Email D-U-N-S Number". Fill out online form to have the D&B number emails to you.
- Verify that the information is correct
- If there is a discrepancy, contact the institution and ask for documentation showing their DUNS #.