

[“AGENCY’S” LETTERHEAD]

To: Department for Children and Families

From: Legal name of organization

RE: Debarment Memorandum

Date: Date

Agencies doing business with the Kansas Department for Children and Families (DCF) are required to adhere to all regulations in reference to Suspension and Debarment as per 2 CFR 180. As a pass-through entity of federal assistance, DCF is required to verify all non-federal entities doing business with DCF are not suspended, debarred or excluded from participating in transactions including and/or exceeding \$5,000, cumulative, as per State of Kansas procurement regulations. This verification is accomplished by checking the *Excluded Parties List System (EPLS)* by searching for exclusions at [SAM.gov | Exclusions](https://sam.gov/Exclusions) or <https://sam.gov/content/exclusions> prior to being considered for any award.

This memorandum attests to the fact that we, Legal name of organization, are in compliance with all debarment requirements for conducting business with DCF as stated above. Kansas Association of Child Care Resource and Referral Agencies is not on the list of excluded organizations as per Sam.gov as of today’s date.

X

[signature]

[title]