[“AGENCY’S” LETTERHEAD]

To: Department for Children and Families

From: *[enter Agency Name]*

*[enter Contact Name and Title]*

RE: Debarment Memorandum

Date: *[enter 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/content/exclusions) or <https://sam.gov/content/exclusions> prior to being considered for any award.

This memorandum attests to the fact that we, *[Agency]*, are in compliance with all debarment requirements for conducting business with DCF as stated above. *[Agency]* is not on the list of excluded organizations as per Sam.gov as of today’s date.