

**BROADCAST TO CHILD CARE ASSISTANCE PROGRAM GRANTEES AND
CHILD CARE PROGRAM OFFICE STAFF**
From the Child Care Program Office

The Child Care Program Office (CCPO) has been made aware of changes to the System for Award Management (SAM) database search process when an individual is identified as a possible hit.

The following guidance should be used which also allows for the results to be printed and maintained in the family's or provider's file. SAM is accessed at: <https://www.sam.gov>

1. Select **SEARCH RECORDS** in the dark blue shaded area at the top of the page.
 - a. Enter the individual's name in the first box of the **QUICK SEARCH**, as last name first name without a comma (Smith John).
You can either press the enter key or click on the search button.
 - b. A screen will appear with the results of the Current Search. Just below that is a blue banner with the options to Save PDF, Export Results or Print.
 - c. Select **PRINT**. If there are no matches, retain the printout in the family's or provider's file. If there is a potential match, use the printout in the step below to ensure reentry is exact.

2. If there is a potential match for the individual showing they have an exclusion you will need to Clear Search, reenter the individual's name exactly as it was entered previously and click on **Advanced Search – Exclusion** from the right side of the screen. A box will appear with a message advising that when matches are found it may not be the person you are looking for and it is important to verify a potential match with the debarring agency identified in the record information. Click **OK**. The screen is populated with new search options. From here:
 - a. Select **SSN/TIN Search**
 - b. Enter the individual's name again the same as previously entered;
 - c. Enter the individual's Social Security number or Tax Identification Number (TIN)
 - d. Click on **Search box**

The search results do not match a message will appear at the bottom of the page indicating if the combination of name and SSN/TIN you provided did not match the records. The individual's name is not included in the message. Select the option of **Save PDF**. This will bring up a page with the individual's name and a statement a SSN was entered but not displayed, and "No Search Results". Print this page for the family's or provider's file.

At this time no guidance is available if the individual's name and Social Security Number match. Please notify the policy mailbox if you have a confirmed match so additional guidance can be given.