



City of Chicago
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Chicago Department of
Family and Support Services

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To: Head Start/Early Head Start
Executive/Program Directors

From: Loukisha Smart-Pennix 
Director
Family and Support Services

Date: December 18, 2009

Subject: DUNS NUMBER INFORMATION REQUEST

The Chicago Department of Family and Support Services (DFSS) is reminding each delegate agency and partner receiving any funds from the American Recovery and Reinvestment Act (ARRA) are required to:

- Have a D-U-N-S number
- Register with the Central Contractor Registration (CCR)

This information is critical to the ARRA reporting process that was established by the US Department of Health and Human Services for all recipients of ARRA stimulus funding.

To obtain a D-U-N-S number, please log on here:
http://www.dnb.com/US/duns_update/

Along with obtaining a D-U-N-S number, each organization must also register with the Central Contractor Registration (CCR), which is the primary registrant database for the U.S. Federal Government.

The CCR collects, validates, stores and disseminates data in support of agency acquisition missions. Website: <https://www.bpn.gov/ccr/default.aspx>

Also, attached to this memorandum is a brief informational document that answers many questions your organization may have regarding obtaining a D-U-N-S number.

Once you have completed this process, please log on to www.childrengovernment.com in order to submit the information to DFSS.

Thank you for your cooperation.