

**CHILD AND ADULT CARE FOOD PROGRAM
FEDERAL ID LETTER**

Each sponsoring organization of the Child and Adult Food Program must provide documentation as verification of their official name, address and federal identification number on their agency letterhead.

This information will be used to process all payments for the Child and Adult Food Program, therefore you are required to use the following sample letter on your agency's letterhead:

Dear Program Specialist:

The purpose of this letter is to provide you with our official name, address and Federal ID number.

Our current name, address and Federal ID number are as follows:

Federal ID #: _____

VENDOR ID #: _____

Should we have any other changes we will notify the Child and Adult Food Program in writing within ten days of the change.

Sincerely,
Executive Director
(Name of Agency)