

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.

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 name, address and Federal ID number have changed from:

Federal ID Number: _____

VENDOR ID #: _____

Our current name, address and Federal ID number are:

Federal ID Number: _____

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)