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 previous name, address and Federal ID number were as follows:

____________________________________
____________________________________
____________________________________

Federal ID #: _______________________

NJ START Vendor ID #: ___________________

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

____________________________________
____________________________________
____________________________________

Federal ID #: _______________________

NJ START 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)
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