

RELIGIOUS ORGANIZATION AFFILIATION LETTER

All institutions and unaffiliated facilities **sponsored** by a religious organization are required to submit a standard letter to verify tax-exempt status. The Office of the State Superintendent of Education (OSSE) cannot accept a District of Columbia Sales Tax Exemption or Nonprofit Papers in lieu of the IRS “Letter of Determination.”

Specific language is required in the body of the religious organization sponsored letter. OSSE has drafted the following sample letter. Institutions must use the verbiage below and place the final signed document on their organizations letterhead.

[Date]

[First Last Name, / Title]

[Organization Name]

[Address]

[City State Zip]

To Whom It May Concern:

The purpose of this letter is to document the relationship between (*Insert Legal Name of Religious organization*) and the programs under its sponsorship. We certify that the (*Insert Name of organization(s) or Facility/Facilities*) is/are a part of the incorporation of the (*Insert Legal Name of organization or Facility*) and not a separate legal entity. They share our tax-exempt status and we accept final financial responsibility and administrative responsibility for all activities related to the Child and Adult Care Food Program.

Signature (Authorized Representative of Organization)

Date

Printed Name