

CHANGE OF SPONSORSHIP FOR FAMILY DAY CARE PROVIDERS

CACFP Policy 97-05

Purpose

To clarify procedures permitting family day care providers to change sponsoring organizations.

Scope

Family day care sponsors and providers on the Child and Adult Care Food Program (CACFP).

Description

Public Law 106-224 requires State agencies to limit family day care home transfers between sponsoring organizations to once a year. The State Agency will interpret once a year to mean one time per CACFP fiscal year (October 1 through September 30).

A provider may transfer from one sponsor to another during program renewal. Change of sponsor forms must be submitted by September 30, for the October 1 effective date.

A provider may transfer from one sponsor to another during the program year (outside of the October 1 contract renewal date) if approved by the State Agency. To transfer during the program year, a provider must submit a request in writing (via mail, email, or fax) to the state CACFP Coordinator regarding their need to transfer outside of the October 1 transfer date.

When requesting a change of sponsorship, the new sponsoring organization must submit a complete Change of Sponsor Form, including: the provider's reason for changing sponsoring organization and signatures of the provider, the past sponsor and the new sponsor.

Each time a provider changes sponsors, the new sponsor must complete a tiering determination before completing the CNPweb provider information sheet.

Sources

Indiana Department of Education, School and Community Nutrition Programs, Public Law 106-224