

## Child and Adult Care Food Program Information Memorandum # 2.08

### *Ownership and Other Legal Changes to Sponsors*

TO: Child and Adult Care Food Program (CACFP) participants and potential participants  
FROM: Michael E. Gill, Director  
DATE: July 9, 2008

<b>If . . .</b>	<b>Then . . .</b>
The sponsor previously participated in the CACFP, but withdrew for any reason.	A representative of the sponsor must attend a complete CACFP New Sponsor Training and submit the required contract materials prior to resuming participation in the CACFP.
The sponsor experienced a complete legal identity change (i.e., the organization is sold) and the principal staff changed.	Representatives of the new Sponsor must attend a regularly scheduled CACFP New Sponsor Workshop and submit the required contract materials prior to participation in the CACFP.
The sponsor had a name change, but the Federal Employer's Identification Number (FEIN), or other documentation establishing the sponsor's legal identity remained the same, and the principal staff did not change.	The sponsor would not be required to attend a CACFP New Sponsor Workshop; however, representatives should contact the State Agency regarding the name change.
The sponsor experienced a complete legal identity change (i.e., the organization is sold) and the principal staff did not change.	The sponsor would be required to submit the required contract materials prior to participation in the CACFP. State Agency staff would determine if representatives of the new organization would have to attend the CACFP New Sponsor Workshop.
The sponsor had a change in staff, resulting in a change in the personnel involved with the operation of the CACFP.	The sponsor should contact the State Agency. Depending upon the situation, the CACFP staff may provide on-sight technical assistance, or the new sponsor staff would be required to attend a regularly scheduled CACFP Refresher Workshop.

After the sponsor is approved for participation in the CACFP, the State Agency may require that a representative of the sponsor attend one or more mandatory training session during each program year.

Notification for all mandatory training and regularly scheduled training will be via the CNPweb® message screen and the CACFP web page (<http://www.doe.state.in.us/food/childadults/welcome.html>).