

### CHANGE OF SPONSORSHIP PROCEDURE

#### PURPOSE:

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

#### SCOPE:

Family day care sponsors and providers participating in 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. We will interpret once a year to mean October 1, the date that sponsor provider agreements are effective.

Providers may change sponsors **once** a year. The change of sponsor form must be received by the State Agency by September 30 for the October 1 change of sponsor. Forms received after that may not be approved in time for the October 1 effective date with the new sponsoring organization.

When requesting a change of sponsorship, the new sponsoring organization must submit a complete Change of Sponsor Form, including:

- # Reason for changing sponsoring organizations
- # Signatures of the provider, the past sponsor, and the new sponsor. *Under NO circumstances will the State Agency enter a provider transfer in the CNPweb unless **BOTH** sponsoring organization have signed and dated the Change of Sponsor Form.*

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

The State agency may permit a provider transfer at other times during the year if it is determined the provider has a good reason for changing sponsors. The State Agency generally checks with the current sponsor to ensure that there are no problems with the provider. The provider must submit a request in writing to the Manager, Child Nutrition Programs.

#### SOURCE:

Indiana Department of Education, Division of School and Community Nutrition Programs, Child and Adult Care Food Program, Public Law 106-224.