

PROCEDURES FOR FAMILY DAYCARE PROVIDERS MOVING TO ANOTHER ADDRESS

CACFP Policy 96-04

Purpose

To clarify the procedure for submitting information for a family day care provider who moves to another address.

Scope

Sponsors of family day care homes on the Child and Adult Care Food Program (CACFP).

Description

Family day care providers are permitted to claim only one home on the CACFP. Licenses are valid for the address on the license and are not transferable to new locations.

When a provider moves, license information from the old address cannot be used to allow CACFP participation at the new location.

If the provider is in good standing with the sponsoring organization, the sponsor, upon receipt of the new license, will revise the provider information sheet in the *CNPweb* with new license information. Do not add the new location in a new provider information sheet. Revising the current provider information sheet gives a documented history of the provider's CACFP participation. The State Agency will backdate the approval date to the effective date on the new license.

There generally is a lapse of time for claiming meals at the old and the new homes. Once the new license information is entered and approved, the sponsor may submit the provider claims. Should the provider claim exceed the 60-day limit, the Late Claim Submission Procedures (Policy 00-07) would apply.

Sources

Indiana Department of Education, School and Community Nutrition Programs