

CHANGE OF SPONSORSHIP

CACFP Policy 97-05

Purpose

To clarify procedures permitting facilities to change sponsoring organizations.

Scope

Family day care and center sponsors, unaffiliated centers, and home 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). This same transfer policy applies to unaffiliated centers.

A facility 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 facility 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 facility 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 facility's reason for changing sponsoring organization and signatures of the provider or center representative, the past sponsor, and the new sponsor.

Each time a home provider changes sponsors, the new sponsor must complete a tiering determination and verify any enrollment and tier II mixed eligibility determinations before completing the CNPweb Provider Information Sheet. Each time an unaffiliated center changes sponsors, the new sponsor must verify enrollment and eligibility determinations before completing the CNPweb Center Information Sheet.

Sources

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