

PROCEDURE FOR FAMILY DAY CARE PROVIDERS
WHO MOVE TO ANOTHER ADDRESS

PURPOSE:

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

SCOPE:

Sponsors of family day care homes participating 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 as 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.

SOURCE:

INDIANA DEPARTMENT OF EDUCATION; DIVISION OF SCHOOL AND COMMUNITY NUTRITION