



**NEW JERSEY DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
CHILD AND ADULT CARE FOOD PROGRAM**

**DAY CARE HOME TRANSFER POLICY AND PROCEDURE**

Day care homes who are already participating in the Family Day Care Food Program under one sponsoring organization are only allowed to transfer to a new sponsoring organization during the annual reapplication period in October. Therefore, the procedure detailed below must be completed and newly enrolled providers must submit the completed provider application(s), sample menu(s) and registration certificate(s) no later than September 15<sup>th</sup> to be eligible for approval effective October 1 with the new sponsoring organization. Please note that submission of an application for a provider does not guarantee approval. Sponsors should not promise approval, claim homes or issue funds until approval is given by state agency.

The transfer of a day care home to a new sponsoring organization requires:

1. No later than September 1<sup>st</sup> a letter from the provider to the old sponsor must be sent giving the exact date of termination.
2. Submission of a copy of the termination letter along with the application documents (complete provider application, sample menu and registration certificate) by the new sponsor to the state agency no later than September 15<sup>th</sup>.
3. Submission of a "Schedule A Change Report" verifying that the old sponsor received the termination notice by including the provider as terminated on this report no later than September 15<sup>th</sup>.

Please note that the state agency will not grant approval for a transfer to be effective prior to the first day which the provider can operate the full month under the new sponsoring organization. If a day care home terminates from the original sponsor on September 10, 2009, the earliest approval date under the new sponsor would be October 1, 2009.

All transfer providers must comply with the new sponsors pre-approval procedures and training requirements. The new sponsor must treat all transfer providers as if they are new providers.

Should you require additional clarification regarding this policy and procedure, please contact the state agency at (609) 984-1250.

CIW/MEMO/TRANSFER POLICY