

## **Transfer/Move Policy**

There is no transferring during the fiscal year (Oct. 1 – Sept. 30). For transfers from one sponsoring organization to another, facilities must follow certain procedures. Sponsoring organizations should have the state defined transfer/move policy in each facilities handbook.

The following procedures must occur in order for a child care facility to move at the end of the fiscal year.

1. A child care facility must contact a sponsoring organization requesting to change sponsorship prior to September 10. This date never alters. If Sept 10<sup>th</sup> lands on a Saturday or Sunday, then the first working day prior to the 10<sup>th</sup> will be the last day a provider can notify the sponsoring organization about leaving their program.
2. The new sponsoring organization must conduct a pre-approval visit and submit the Site Information Sheet by the cutoff date October 1. At the same time, the child care facility must notify their current sponsor in writing telling them they will no longer participate with them as of September 30. The new sponsoring organization should remind the facility to send a letter to their old sponsor notifying them of their end date and that if they do not follow this process it could affect their transfer.
3. The original sponsor must submit a September 30 end date on their current year batch file before filing their new fiscal year batch file in October.
4. Sponsors are required to notify their facilities of this policy during the fiscal year.
5. If a facility leaves their sponsoring organization during the fiscal year, then at a later date wishes to again participate in the Child and Adult Care Food Program, that facility must return to their original sponsor or wait until the next beginning of the next fiscal year.

### **Procedures for Facility Move to Self-Sponsored**

If a child care facility chooses to move from a sponsoring organization to the state as a self-sponsored site they may do so at any time. Those sites must also follow certain procedures.

1. Provide a 30 day written notice to the sponsoring organization explaining the facilities intent to self-sponsor through the Illinois State Board of Education.
2. Specify the last day of the month in which the site will claim meals with the current unaffiliated Sponsoring organization.
3. Apply to self-sponsor with the ISBE and submit all of the necessary documentation, including the last claim date with the current Sponsoring organization.