



## Department of Education

Mike DeWine, Governor  
Paolo DeMaria, Superintendent of Public Instruction

**To:** Child and Adult Care Food Program (CACFP) Family Day Care Home (FDCH) Sponsoring Organizations

**From:** Andrea Denning, Director  
Office of Integrated Student Supports

**Date:** January 30, 2019

**Subject:** Provider Transfer Process

### **Purpose**

To outline the policy and process for the transfer of FDCH providers in the CACFP.

All FDCH providers participating in the CACFP that wish to transfer to a different sponsoring organization must complete a provider transfer form and submit to the Ohio Department of Education (ODE) Office of Integrated Student Supports (ISS).

### **Policy**

Providers must complete and submit a FDCH provider transfer form to the ISS. The FDCH provider transfer form and provider change request form are available in the Claims Reimbursement and Reporting System (CRRS) downloadable forms in the application section.

If a provider's current sponsor fails to respond and complete the form within seven calendar days, the new sponsor should work with their assigned education program specialist to assist in facilitating the transfer.

The transfer must be completed by Oct. 31 for approval. If the transfer is not completed on or before Oct. 31, the provider must submit the October claim with the current sponsor. The provider may transfer to a new sponsor after Oct. 31 of the current program year if an October claim is not filed.

If a provider submits a claim in the current year, the provider is unable to submit a change request and must wait to transfer sponsors until the next program year.

### **Process**

The following actions must be taken if a provider submitted one or more claims in the previous program year (Oct. 1 – Sept. 30):

1. The provider will contact their current sponsor to request a transfer. The provider must specify the new sponsor.

2. The current sponsor will complete the FDCH provider transfer form in the download forms section of the CRRS.
3. The current sponsor will return the completed transfer form to the provider.
4. The provider will sign the transfer form and submit the form to the new sponsor.
5. The new sponsor will email the form to their assigned education program specialist for approval.
6. The state agency will complete the transfer in the CRRS and notify the new sponsor that the transfer is completed and the provider application is ready for updates.

The following actions must be taken if a provider requests a change during the current program year and has *not* claimed with the current sponsor from Oct. 1 of the current year to the date of the requested change.

1. The provider will contact their current sponsor to request a change. The provider must specify the new sponsor.
2. The current sponsor will complete the FDCH provider change request form in the download forms section of the CRRS.
3. The current sponsor will return the completed change request form to the provider.
4. The provider will sign the change request form and submit the form to the new sponsor.
5. The new sponsor will email the form to their assigned education program specialist for approval.
6. The state agency will complete the change in the CRRS and notify the new sponsor that the change is completed and the provider application is ready for updates.