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Transfer/Move Policy for Centers

Sponsoring organizations are required to have a transfer/move procedure in each facility's handbook. There is no transferring during the fiscal year. The following procedures must occur in order for a facility to move at the end of the fiscal year.

1. A facility must contact a sponsoring organization requesting to change sponsorship prior to September 10. This date never alters. If September 10 lands on a Saturday or Sunday, then the first working day prior to the 10th will be the last day a facility can notify the sponsoring organization about leaving their program.
2. The new sponsoring organization must conduct a pre-approval visit. Refer to Instructions for Adding a New Site for all required documents to submit to Illinois State Board of Education for an October 1 begin date. At the same time, the 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. Sponsors are required to notify their facilities of this procedure during the fiscal year.
4. If a facility leaves or becomes inactive with 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 beginning of the next fiscal year.

Facility Move Procedures

Sponsoring organizations may include a procedure for child care facilities that choose to end participation with their current sponsoring organization to apply as a self-sponsored site with the Illinois State Board of Education. Those sites should 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 as a site/sponsor with the Illinois State Board of Education and submit all of the necessary documentation including last claim date with current sponsoring organization.

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