

**Transfer/Move Policy for Centers**  
**Effective May 1, 2012**

There is no transferring during the fiscal year. The following procedures must occur in order for a center to move at the end of the fiscal year.

1. A **center** must contact the Association for Child Development (ACD) 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 10<sup>th</sup> will be the last day a center can notify the sponsoring organization about leaving their program.
2. The new sponsoring organization must conduct a pre-approval visit. At the same time, the center **must notify ACD in writing** telling them they will no longer participate with them as of September 30. **The new sponsoring organization should remind the center to send a letter to their old sponsor (ACD) 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 providers of this policy during the fiscal year.
4. **If a center 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 center must return to their original sponsor or wait until the beginning of the next fiscal year to honor transfer request.**