

Child and Adult Care Food Program Unaffiliated Site Transfer Form

Unaffiliated facilities (homes or centers) may transfer sponsorship from one sponsor to another when in good standing with the CACFP Requirements. Please refer to the CACFP Facility Transfer Reference sheet for requirements.

Instructions:

1. Transferring provider/facility completes **Part I** and sends to current sponsor.
2. Current Sponsor completes **Part II** and returns to transferring provider/facility.
3. Proposed Sponsor completes **Part III** and sends a copy to the current sponsor, provider/facility, and OSPI.

Part I: Transferring Site/Facility Completes this section and submits to Current Sponsor			
Facility Name	N/A Home Provider	Provider First Name	Provider Last Name
Site Address		City and Zip	
Provider Telephone	Current Sponsor Organization		
New Sponsor Name		Requested Transfer Effective Date	
Provider Signature		Date	
Part II: Current sponsor completes and returns to transferring site/facility			
This provider is in good standing with our agency and is not considered seriously deficient and no unresolved action pending.			☐ YES ☐ NO
This provider is seriously deficient or owes a debt. Transfer cannot be approved until resolved.			☐ YES ☐ NO
This provider is eligible to transfer to another CACFP sponsor effective:			☐ YES ☐ NO
Meal reimbursement will be paid by our organization through the (month/year)			
Sponsor Representative Name	Signature	Date	
Part 3: Send Form to New Sponsor Agency to complete and submit to OSPI			
New Sponsor Agency			Telephone
Transfer is effective:			
☐ We are unable to accept this transfer at this time.			
Sponsor Representative Name	Signature	Date	

Sept. 2025

This institution is an equal opportunity provider.



Washington Office of Superintendent of
PUBLIC INSTRUCTION