

Child and Adult Care Food Program Unaffiliated Site Transfer Reference Sheet

Sponsored Family Early Learning Programs, Child Care, Adult Care, and Family Friend and Neighbor, referred to as sites, provider, or facilities can end the agreement between the facility and sponsor at any time. Sponsored facilities may also transfer sponsorship to another Washington state Sponsor of unaffiliated sites one time per fiscal year.

To transfer a sponsorship to another sponsor in Washington state, facilities must submit the Sponsor Transfer Form to the current sponsor and new sponsor.

Important Information

1. No CACFP sponsor is required to accept your application. Verify that the sponsor you wish to transfer to will accept your application.
2. You cannot be approved for meal reimbursement with a new CACFP sponsor until all paperwork is completed and approved by the state agency.
3. The sponsor you leave is not required to take you back if you decide you would like to return.
4. CACFP meal reimbursement is paid at the same rate for all sponsoring agencies.
5. All CACFP sponsors must uphold the same regulations. All sponsors require providers to attend training. All sponsors visit providers at meals and visits may be unannounced. All sponsors require providers to keep daily menu and attendance records. All sponsors are required to make meal disallowances when records are not current or accurate.
6. All sponsors must pay out reimbursement within five working days of receipt from the state agency.
7. In no circumstance can a provider claim any part of the same month under two sponsors.
8. A provider declared seriously deficient cannot transfer until the deficiency has been temporarily deferred.
9. Open communication between all parties will facilitate the transfer process.

Step 1: Identify a Washington State Sponsor of unaffiliated sites that is enrolling new facilities.

Steps 2: Complete the top portion of the Facility Transfer Form and submit to your current Sponsor at least two weeks before the end of the month in which you wish to be transferred.

Step 3: Submit the completed Sponsor Transfer Form to the New Sponsor.

