

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		4/6/89	7/14	5	5.4
CHAPTER Chapter 5. Requirements of Management			SUBJECT Home Provider Transfers			

Family child care home providers and group child care home providers in good standing with their current sponsoring organization may transfer to another sponsoring organization only once per federal fiscal year, commencing with the date their first agreement to participate in the Program is signed. The Federal Fiscal Year (FFY) is defined as October 1 through September 30. The following procedures shall be followed when a transfer is made:

- The home provider shall notify the sponsoring organization that they are transferring to another sponsoring organization. The sponsoring organization from which the home provider is transferring shall submit such information via email as soon as they are aware that a transfer will occur and also on the corresponding monthly Sponsoring Organization Provider Change Form (CACFP-401).
- The sponsoring organization to which the home provider is transferring shall obtain a new application and a signed agreement from the new home provider. Immediately send an email to MDHSS- BCFNA to notify them of the transfer that will be taking place and submit the required information on the Sponsoring Organization Provider Change Form (CACFP-401) to MDHSS-BCFNA on the last day of the month.
- The transfer shall become effective the first day of the month following the month the agreement is signed (regardless of the day of the month the agreement is signed).
- Administrative payments will continue to be made to the current sponsoring organization through the month prior to the effective transfer date during which meals are claimed for the home provider.

Exceptions to the once per FFY transfer will be granted only in the event a sponsoring organization discontinues participation in the Program or drops a child care provider for convenience. A child care provider shall be allowed to transfer to a new sponsoring organization under these circumstances, regardless of whether or not they had already transferred previously in the same FFY.

Family child care homes and group homes that are seriously deficient in their operation of the Program shall be prohibited from transferring to another sponsoring organization while the serious deficiency determination remains in effect. Such restriction will remain in place until the sponsoring organization has determined that required corrective action has been implemented to its satisfaction, and the sponsoring organization has notified the home provider that the serious deficiency has been temporarily deferred. The time period allowed for a seriously deficient home's corrective action is no more than 30 days, and in some instances, may be much less. The sponsoring organization must notify MDHSS-BCFNA in writing within 15 days of declaring a home seriously deficient and again within 15 days of temporarily deferring a serious deficiency or of proposing to terminate and disqualify a home provider. MDHSS-BCFNA must also be notified within 15 days of terminations and disqualifications of group or family child care homes. All such notification shall be in writing to MDHSS-BCFNA.