



HP-2015-8

STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
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DEPARTMENT OF EDUCATION
BRAD A. BUCK, DIRECTOR

Date: May 15, 2015
To: Child and Adult Care Food Program (CACFP) Home Sponsors
From: Suzanne Secor Parker, Consultant, Bureau of Nutrition and Health Services
RE: State Agency Policy: Home Provider Transfers
Effective: May 15, 2015
Replaces: HP-2001-13

Section 243(F) of Public law 106-224 amended Section 17(f)(3) of the National School Lunch Act (NSLA) which required the State Agency (SA) to limit home transfers between Home Sponsors to once a year. One impact of the amendment is to stabilize administrative procedures for current Home Sponsors, as well as protect currently participating homes by limiting transfers until viability of a new Home Sponsor or of a current Sponsor expanding into a new area is demonstrated, and to maintain the goal of participation increase. The current Iowa recruitment policy is addressed in CACFP Memo HP-2010-8.

Following is the Iowa State Agency (SA) policy regarding provider transfers to a different Home Sponsor organization.

1. A provider currently on the National Disqualified List (NDL) cannot participate in CACFP with any Sponsor until his/her name has been removed.
2. A provider is allowed only one transfer to another Home Sponsor organization during a 12 month time frame.
3. A provider cannot transfer to a newly opened Home Sponsor organization during the first 12 months of the Home Sponsor organization's CACFP participation.
4. A provider cannot transfer to an existing Home Sponsor organization that has expanded to a new area during the first 12 months of the approved Management Plan (Parts A and B).
5. Extenuating circumstances can allow the State Agency to approve a provider transfer request within a shorter time.
6. If a provider is moving out of current Sponsor's service area into a different Sponsor's service area, he/she must inform the current Sponsor. The current provider application must be terminated on IowaCNP. The provider may want to participate in CACFP after moving out of the area.
7. A provider cannot participate in CACFP and submit claims with two different Sponsors during the same month.

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8. Providers cannot be offered any incentives and/or promises of overlooking CACFP requirements from any Home Sponsor organization or any Home Sponsor staff member to transfer CACFP participation to their organization, or to stay with their organization.
9. Participation in Child Care Resource and Referral (CCR&R), Quality Rating System (QRS), or any other organization, or completion of Child NET or any other educational effort, must not be a requirement for CACFP participation by any Home Sponsor.
10. A provider must complete a Transfer Request (TR) Form if wishing to change Home Sponsor organizations where more than one Sponsors covers the same service area.
11. Current and new Sponsors must determine whether to accept or deny a provider's request to transfer. An incomplete TR Form should not be accepted by either Sponsor.
12. When deciding to transfer to a different Home Sponsor organization, a provider will need to:
 - a) verify with new Sponsor that his/her transfer request will be considered.
 - b) notify current Sponsor regarding his/her plan to change Sponsors.
 - c) follow instructions to complete the Transfer Request Form - Home Provider section describing reason(s) to terminate his/her CACFP Agreement (CNP-123) and CACFP participation with current Home Sponsor.
 - d) submit the completed TR Form, registration, and documentation of serious deficient determination/deferment/confirmation of implementation (if applicable) to the current Sponsor at least three (3) weeks prior to the projected transfer effective date.
13. At the time of transfer request, a provider must be in good standing with the current Sponsor. This means that the provider:
 - a) does not owe any debt to CACFP.
 - b) does not have an unresolved corrective action plan.
 - c) who has been declared seriously deficient cannot transfer to another Sponsor until the corrective action plan has been approved, deferred, and the current Sponsor has confirmed that the corrective action plan has been fully and permanently implemented as observed during an on-site monitoring review.
14. The current Sponsor must complete the designated section on the TR Form, indicating whether the request is approved or denied. Return the completed TR Form to the provider.
15. If the request is approved:
 - a) The current Sponsor must terminate provider's CACFP Agreement and IowaCNP (on-line) application.
 - b) Reimbursement must be paid until the termination date if required CACFP records have been received and evaluated for compliance to determine the valid portion of the claim.
 - c) The provider is responsible for submitting the completed TR Form, registration, and seriously deficient documents (if applicable) to the new Sponsor.
16. The designated section of the TR Form must be completed by the new Sponsor. If approved:
 - a) An on-site pre-approval visit must be completed and documented.
 - b) If the provider attended CACFP training any time during the current Fiscal Year (FY) (since October 1), the new Sponsor can determine whether this will meet the CACFP training requirement based on documentation received. The decision must be communicated to the provider.
 - c) Provider's registration address must be current, effective date must be prior to or equal to the new CACFP participation date.

- d) Completed TR Form, DHS registration, and documentation of deferred seriously deficient findings (if applicable) must be emailed (CACFP.Registrations@iowa.gov).
 - e) IowaCNP provider application must be submitted for review. Claims cannot be submitted until the application is approved by the State Agency, and required monthly CACFP records submitted to be reviewed for compliance.
 - f) The new Sponsor must determine this provider's Tier eligibility independent of the previous Sponsor's determination.
17. A copy of the denied request must be emailed (CACFP.Registration@iowa.gov) by the Sponsor that denied the request.
18. Transferring to a new Sponsor does not remove any CACFP basic requirements for participation (paperwork, training, monitoring, maintaining all required CACFP records for three years after the end of the fiscal year).

Call (515-281-3744) or email (suzanne.secorparker@iowa.gov) if there are questions.