Child and Adult Care Food Program
Center Transfer Form

PDE Policy: Centers requesting to transfer from one Sponsoring Organization (SO) to another, must notify the current SO by September 1st to begin service at the start of the next Program Year (PY).

Transferring From: _____(Sponsor Name) AUN:_____

Date SO notified of transfer: _____

☐ **Transferring To: _____(Sponsor Name) AUN:_____**

☐ **Applying as a new Sponsor**

To be completed by the SO adding the Center:

Non-Profit Center Name: _____

	Name	Address	Birth Date
Executive Director			
Center Director			

For-Profit Center Name: _____

FEIN#: _____

	Name	Address	Birth Date
Owner			
Owner			
Director			

New SO must submit to PDE:

- Copy of required licensing or in absence of licensing a current health/safety inspection
- Copy of Enrolled Participant Master List
- Copy of most recent Title IX or Title XX participants
- Copy of Head Start Grant Letter, if applicable

I hereby certify that the information on this form is true and correct to the best of my knowledge and that this center is in good standing with the current SO and has complied with the rights and responsibilities outlined in the CACFP agreement. (Both Signatures must be in Blue ink)

Center Executive Director/Owner signature: _____ Date:_____

Current SO signature: _____ Date:_____