

North Carolina Department of Health and Human Services
Division of Public Health
Child and Adult Care Food Program
Day Care Home Provider
Add, Transfer, Drop, Change Form

I N S T R U C T I O N S

This form is used to update any provider information under your Sponsoring Organization. An add, transfer, drop, or change must be postmarked by the 15th of the month in order to be effective at the beginning of that month. Changes received after the 15th of the month will be effective the following month.

Indicate the code that reflects the change in column 7.

ADDS

List all adds, which are homes new to your program, by filling in columns 1-8. Attach a facility application (CAC 8B) and license/registration. When the provider has transferred to your sponsorship from another sponsor, include the Provider Transfer Form (CAC-21).

DROPS

Next, list all drops, (providers leaving your program) filling in columns 1-4 and 7. **If you are dropping a provider for cause, attach a copy of the termination letter/notice sent to the provider.**

MODIFY

Last, list modifications, filling in columns 1-3, and 7 plus any other columns which reflect a change from the original facility application. If the license number changes please include the old license/registration number and include the new license/registration number. Put an asterisk next to the new license/registration number. Attach a new license/registration. For a provider name change fill in columns 1, 2 and 7, enter the new name in column 2 and supply the old name somewhere on that same line in parenthesis. Include the providers facility application with the change highlighted, dated, and initialed by a sponsor representative.

TIER CHANGE

For a provider tier change fill in columns 1 and 2 and fill in the tier change in column 8 with the new tier designation, how tiered and date of tier designation. Include the providers facility application with the tier change highlighted, dated, and initialed by sponsor representative.

Submit all 3 copies of this form to the State Agency. The State Agency will send back a copy when it has been approved.

