



## TRANSFER REQUEST

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### PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

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- You must give your current provider and PACEAPP two (2) weeks written notice
- Do not terminate services until your transfer is approved
- Providers must be approved prior to service activation
- A new provider packet will be mailed to your provider
- PACEAPP cannot accept faxed documents
- New services are effective when all documentation is received
- You must allow two (2) weeks for processing
- Families are limited to two (2) transfers per fiscal year, unless hours of need require a change in providers

1) Name of Parent/Guardian: \_\_\_\_\_

2) List Name(s) of Child(ren) transferring below:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

4) Name of current child care provider: \_\_\_\_\_

Address: \_\_\_\_\_

5) Name of child care provider to whom you are transferring: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Contact Name: \_\_\_\_\_

6) Date current service ends: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

7) Date you would like to begin services with new provider: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

8) Reason for transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### IT WILL TAKE TWO (2) WEEKS TO PROCESS YOUR REQUEST.

9) \_\_\_\_\_  
(parent signature) \_\_\_\_\_ date

10) Type of care (by new provider):  Center  Family Day Care  Exempt (non-relative)  Exempt (relative)

Families who transfer **without approval from a case manager will be responsible for payment of services** until their transfer is processed and the signed certificate is returned.