



## Program Relocation Guidance

September 21, 2015

When a child care program moves the location of the facility, they are obligated to inform their regulatory agency (certification or licensing). If the program is moving from one address to another and the ownership of the program is not changing hands, the YoungStar rating will follow the program unless the program has had a Formal Rating performed and earned 4 or 5 Stars. If the program had a Formal Rating at the old address and earned 3 or more Stars, they will be rated a 3 Star at the new location. Formal Ratings cannot be transferred from one location to another and programs have to be in the physical location for one year prior to requesting a Formal Rating.

To ensure continued eligibility to receive Wisconsin Shares payments from families, programs must complete these steps when moving:

1. Request the *Program Relocation, Type of Care or Ownership Change Form* from your local YoungStar office.
2. Complete the *Program Relocation, Type of Care or Ownership Change Form* and send it to your local YoungStar office.
3. The local YoungStar office will contact the program to acknowledge the receipt of the *Program Relocation, Type of Care or Ownership Change Form*.
4. **As soon as you are in the new location, contact the local YoungStar office again to let them know the new Provider, Location and/or Facility number.**
5. Update your Registry Program Profile. If your Provider Number, Facility Number and/or Location Number have changed, you will need to transfer information from your old Program Profile to your new one. Instructions on how to do this are available here:

[http://www.the-registry.org/Portals/0/Documents/Program%20Profile/Program\\_Profile\\_Adding\\_New\\_License.pdf](http://www.the-registry.org/Portals/0/Documents/Program%20Profile/Program_Profile_Adding_New_License.pdf)

**Programs will have 60 days after closure before their Registry account is closed. After that they will need to contact the Registry directly.**

You can find your local YoungStar office by visiting this webpage:

<http://dcf.wisconsin.gov/youngstar/program/localoffice>

### Questions About Relocation

1. **Can a YoungStar rating at one address be transferred to a new address while relocating?**

**Answer:** A YoungStar rating is transferable to new address as long as the program did not have a Formal Rating at the old address. Formal Ratings cannot be transferred from one location to another and programs have to be in the physical location for one year prior to requesting a Formal Rating. If the program had a Formal Rating at the old address and

earned 3 or more Stars, they will be rated a 3 Star at the new location. When the program has been at the new location for one year, they may request a Formal Rating.

2. **When a program closes, is a withdrawal of application needed?**

**Answer:** When a program closes, the automated system ends the YoungStar rating and a withdrawal of application is not needed. The local YoungStar office will need to withdraw any technical consultation or rating assignment in the case management system to ensure that the consultant/rating observer does not visit a site that is closing.

3. **What is the time frame for providers for to submit forms, technical consultation, etc. when a program is moving?**

**Answer:** If the program is planning on moving from the current site within the 20 week timeframe when they would normally receive technical consultation (if requested), the rating should be delayed until the provider is at the new site.

The provider can receive technical consultation at the initial site but the rating should wait until after the move. The technical consultation that is given at the initial site should be around professional development, business practices or other areas that are not location-specific. This ensures that technical consultation time is not being used to work on an environment issue that will be changing in the near future.

If the move is planned for after this 20 week window, the provider will be rated at the initial location and when they move to the new location, they will contact the local YoungStar office and will either have the rating transferred from the previous site (when eligible), or receive a new rating if criteria is met. In this case, the technical consultation that is delivered should again be around professional development, business practices or other areas that are not location-specific. This ensures that technical consultation time is not being used to work on an environment issue that will be changing in the near future.

If the move is planned but a date of move has not been set or is not expected for a year or more, the technical consultation and rating should occur at the current site. The content of the technical consultation may include any topic deemed appropriate by the Technical Consultant including learning environment.

4. **Can accreditation at one address be transferred to a new address?**

**Answer:** If the accrediting body allows the accreditation to move with the provider, YoungStar will honor the accreditation and corresponding star rating (4 or 5 Stars). If accreditation does not transfer with the program/provider, the program can request technical consultation and a new rating will be required. Because the provider will have been at the new location for less than one year, the program would only be eligible for an Automated or Technical Rating, not a Formal Rating.

The program is responsible for submitting verification from accrediting body that includes program name, new address location, and accreditation begin and end dates.

5. **If the date for a move has not been determined (e.g. a program/provider hasn't signed a lease yet; the building is still being constructed; or the renovations to the existing building that program/provider is moving to does not have a "definite" move date), will technical consultation continue as if a program is not moving?**

**Answer:** Yes. Technical consultation should be provided to address any topic deemed appropriate by the Technical Consultant including learning environment.

6. **Centers can go through NAC accreditation after 6 months, so, if they receive NAC accreditation, would they be eligible to receive a 5 Star rating before the requirement of being in operation for one year under the new license?**

**Answer:** YoungStar does not impact NAC accreditation criteria. If a program does become NAC accredited prior to becoming eligible for a YoungStar Formal Rating, the NAC accreditation would be accepted, and the program would be given a 5 Star rating.

7. **If a part of the program is moving one month but another part of the program is not moving until three months later, what are the requirements?**

**Answer:** A YoungStar rating is not transferable to new address or across sites if a portion of the program remains open at the previous site. If part of the program is moving, then the program would have to have two licenses. This means they would have to participate in YoungStar at both sites and would need a separate lead teacher and director at each site.

If there are other unique situations that do not fall into any of these categories, the Department of Children and Families will make a determination about rating and technical consultation delivery for these programs.

## **Regulatory Guidelines for Programs That Move**

### LICENSING RULES FOR GROUP CHILD CARE CENTERS Chapter DCF 251

For the purposes of regulation, a licensee may not move the center to a new location or change ownership of the center without notifying the Department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership. See: [http://dcf.wisconsin.gov/childcare/licensed/CommManuals/GCC/pcf\\_pfs4024.pdf](http://dcf.wisconsin.gov/childcare/licensed/CommManuals/GCC/pcf_pfs4024.pdf)  
Amending a License DCF 251.11(5)

### LICENSING RULES FOR FAMILY CHILD CARE CENTERS Chapter DCF 250

For the purposes of regulation, a licensee may not move the center to a new location or change ownership of the center without notifying the Department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership. See:

[http://dcf.wisconsin.gov/childcare/licensed/CommManuals/FCC/pcf\\_pfs4069.pdf](http://dcf.wisconsin.gov/childcare/licensed/CommManuals/FCC/pcf_pfs4069.pdf)

Amending a License DCF 250.11(6)

#### CHILD CARE CERTIFICATION RULE Chapter DCF 202

##### Required Items for Relocation to a NEW ADDRESS

1. Application for Family and In-Home Child Care Certification. Make sure that the form is completed and signed.
2. Standards and Checklist (DWSW-49). Check your certifying agency for further details. Some agencies collect this checklist at the home visit.
3. Well water test (if no public water available).
4. Landlord permission to operate child care business (if the new home is a rental property).
5. Re-location fee (if applicable. Contact your certifying agency for further details).

A certified family child care operator shall report as soon as possible, but no later than the county or tribal agency's next working day, to the agency any changes that affect the certified family child care operator's eligibility for certification under this chapter, including the following: Changes in hours of operation, phone number, or physical address.

See: <http://dcf.wisconsin.gov/childcare/certification/pdf/commentarymanual.pdf>

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