



Guidance for Programs Changing the Type of Care They Provide

September 21, 2016

When a child care program changes the type of care they provide, they are obligated to inform the regulatory agency (certification or licensing). If the program changes the type of care it provides, they may need a new YoungStar rating.

In YoungStar, there are four tracks for rating: Family, Group, School-Age, and Day Camp.

Track 1 Family: Provisionally Certified Family, Regularly Certified Family and Licensed Family

Track 2 Group: Licensed Group and some public school School-Age/Day Camp programs (if the public school cares for any child who is not in school full-time)

Track 3 School-age: Certified School-Age Programs, and some public school School-Age/Day Camp programs (if the public school program cares for only school-age children)

Track 4 Day Camp: Licensed day camps only

If a provider switches tracks (from group to family, for example), they would need a new rating. If they switched type of care within tracks (certified family to licensed family, for example), the rating can remain the same.

To ensure continued eligibility to receive Wisconsin Shares payments from families, programs must complete these steps when changing type of care:

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 receive your new Provider Number, Facility Number and/or Location Number, 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>