

## Instructions for Certified Family Providers

### **Certified Family Providers**

The following are instructions for completing the form required for participation in YoungStar for certified family child care programs.

### **If you are in the Process of being Certified**

If you are in the process of being certified, you should complete this Contract to the best of your ability and return it to your local YoungStar office as soon as you know you want to care for children in the Wisconsin Shares child care subsidy program.

If you do not know some of the information (for example, your Provider Number, Location Number or Facility Number) you should still submit the form. You **CANNOT** receive Wisconsin Shares reimbursement for any care provided before this YoungStar Contract is returned to your local YoungStar office. **You may return this contract to your local YoungStar office before you receive your certification.**

If you return this contract to your local YoungStar office before you receive your certification, you are responsible for contacting the local YoungStar office as soon as you receive your certification so you may begin YoungStar services and to ensure that Wisconsin Shares payments are received in a timely manner.

**Note:** In the past, two forms were required for participation in YoungStar (the YoungStar Participation Request **AND** the Wisconsin Share Contract). Beginning in 2012, these forms have been combined into one form called the YoungStar Contract. If you have never participated in YoungStar before, fill out the YoungStar Contract. If you are currently participating in YoungStar, **DO NOT** use the YoungStar Contract to reapply, instead you will be mailed a YoungStar Contract **Renewal** approximately 120 days before your YoungStar anniversary date. Your YoungStar anniversary date is the anniversary of the date you were given your first YoungStar rating. If you have any questions about this process, contact your Local YoungStar Office.

**A. To complete the forms have the following THREE pieces of information ready:**

**1. Your Provider Number:**

For certified programs, this number is found in the bottom-left of your Certificate of Approval (as shown below). Additionally, for programs currently serving children who receive Wisconsin Shares, the **Provider Number** can be found in the upper-right corner of your Child Care Authorization (as shown on page 3), on your Wisconsin Shares check or on your direct deposit slip for Wisconsin Shares. Alternatively, if you have access to the Child Care Provider Information (CCPI) web site, you can find your **Provider Number** on the CCPI web site after you log in (also shown on page 3).

**If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at <http://dcf.wisconsin.gov/childcare/ccpi/default.htm>**

**Certificate of Approval**

**Certificate of Approval**

**Tammy Tester**

has met the standards prescribed by the Wisconsin Department of Children and Families  
and is hereby given:

**Provisional Family Day Care Certification**  
(See attached restrictions.)

At: 123 Main St  
Anytown, WI 45454

County: Milwaukee County  
Phone: 454-545-4545

This certificate is issued in compliance with DCF 202, Wisconsin Administrative Code.

State of Wisconsin Valid from 1/1/2010 to 12/31/2011  
(unless revoked by the issuing agency)

Related children under the age of 7 years.

Additional children under the age of 7 years

Children over the age of 7 years (does not include the provider's own children age 7 years or older)

 Authorized Signature  
**Dept Of Children & Families, Milwaukee Early Care Admin**  
Issuing Agency

CARES Provider Number: 1800039371 001 Certificate Issued on 2/26/2010

DCF-F-148 (R. 09/2008)

**Provider Number: 180039371**

## Child Care Authorization

Provider Number: 380036563

MILWAUKEE  
MILWAUKEE ENROLLMENT SERVICES  
PO BOX 05676  
MILWAUKEE, WI 53205



State of  
Wisconsin

Provider #  
3800036563

Date: 06/22/2010

Provider Location: 001  
Provider Type: Licensed Group

000002  
RANDY'S GROUP CARE, INC  
111 SIDE ST  
MKEE, WI 53535

## Child Care Authorization Information

Case Information				Worker Information			
Case Number: 4700482249 Primary Person: DAILY ATTENDANCE SMRF Date: 06/30/2010				Contact your Child Care Liaison.			
Ending Authorizations – No New Authorizations							
The following authorizations are ending. See below for details.							
Child's Name / Date of Birth	Auth Type	Hours Per Week	Auth Begin Date	Auth End Date	Weekly Amount	Hourly Amount	Rate Effective Date
ANNIE ATTENDANCE 01/01/2008	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
*ADAM ATTENDANCE 01/01/2005	E	45	01/03/2010	06/12/2010	\$100.00	\$ 2.86	01/03/2010
ANNA ATTENDANCE 01/01/2006	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
ANNELIESE ATTENDANCE 01/01/2009	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010

## CCPI Web Site (certified)

Child Care: Provider Location Details



Provider Number: 1800036371

Logout



[Change SPA Settings](#)

[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [CCPC](#)

### Location

[Location List](#)

[Location Details](#)

Tammy Tester  
Location Tammy Tester's Day Care #001  
123 Main St  
Anytown WI 45454  
Contact Phone 454-545-4545

Provider Number 1800039371

**2. Your Location Number:**

Programs not currently serving children who receive Wisconsin Shares subsidies

If you are not currently serving children who receive Wisconsin Shares, your **Location Number** will be shown in the lower-left corner of your Certificate of Approval (as shown below).

**Certificate of Approval**

## Certificate of Approval

**Tammy Tester**

has met the standards prescribed by the Wisconsin Department of Children and Families  
and is hereby given:

**Provisional Family Day Care Certification**  
(See attached restrictions.)

At: 123 Main St  
Anytown, WI 45454

County: Milwaukee County  
Phone: 454-545-4545

This certificate is issued in compliance with DCF 202, Wisconsin Administrative Code.

State of Wisconsin



**Valid from 1/1/2010 to 12/31/2011**  
(unless revoked by the issuing agency)

---

Authorized Signature

**Dept Of Children & Families, Milwaukee Early Care Admin**

Issuing Agency

\_\_\_\_ Related children under the age of 7 years.

\_\_\_\_ Additional children under the age of 7 years

\_\_\_\_ Children over the age of 7 years (does not include the provider's own children age 7 years or older)

CARES Provider Number: 1800039371 001

Certificate Issued on 2/26/2010

DCF-F-148 (R. 09/2009)

**Location Number: 001**

Programs currently serving children who receive Wisconsin Shares subsidies

For programs that are currently serving children who receive Wisconsin Shares, the **Location Number** may be found near the top-right of your Child Care Authorization, Wisconsin Shares check or direct deposit slip for Wisconsin Shares (as shown on page 5). Alternatively, if you have access to the Child Care Provider Information (CCPI) web site, you can find your **Location Number** on the CCPI web site after you log in (also shown on page 5).

**If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at**

**<http://dcf.wisconsin.gov/childcare/ccpi/default.htm>**

# Child Care Authorization

MILWAUKEE  
 MILWAUKEE ENROLLMENT SERVICES  
 PO BOX 05676  
 MILWAUKEE, WI 53205



Date: 06/22/2010

Provider Location: 001

Provider Type: Licensed Group

000002  
 RANDY'S GROUP CARE, INC  
 111 SIDE ST  
 MKEE, WI 53535

Location Number: 001

## Child Care Authorization Information

Case Information	Worker Information
Case Number: 4700482249 Primary Person: DAILY ATTENDANCE SMRF Date: 06/30/2010	Contact your Child Care Liaison.

### Ending Authorizations – No New Authorizations

The following authorizations are ending. See below for details.

Child's Name / Date of Birth	Auth Type	Hours Per Week	Auth Begin Date	Auth End Date	Weekly Amount	Hourly Amount	Rate Effective Date
ANNIE ATTENDANCE 01/01/2008	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
*ADAM ATTENDANCE 01/01/2005	E	45	01/03/2010	06/12/2010	\$100.00	\$ 2.86	01/03/2010
ANNA ATTENDANCE 01/01/2006	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
ANNELIESE ATTENDANCE 01/01/2009	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010

## CCPI Web Site

Child Care: Provider Location Details



Location Number: 001

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin

- Location
  - Location List
  - Location Details
  - License/Certification

Randy's Group Care, Inc  
 Location Randy's Group Care-Naeyc Acc #001  
 123 Main St  
 Anytown WI 52222  
 Contact Phone 414-555-6666

Provider Number 3800036563  
 Facility Id 120856  
 Facility Name  
 Licensor Id 0000064  
 Licensor Name

**3. The number of children enrolled in your program:**

This is the number of children you care for of all ages.

**B. Filling out the YoungStar Contract—Certified Family Programs**

- 1. Check the box that corresponds with your regulation status (circled below)**
- 2. When you have gathered your Provider Number and Location Number (if applicable), and the number of children you care for, enter this information into the YoungStar Contract – Family Provider (as shown below). Leave blank the Facility Number section (highlighted in yellow).**
  - Enter the **Provider Number** in the pink highlighted area.
  - Enter the **Location Number** in the blue highlighted area.

**DEPARTMENT OF CHILDREN AND FAMILIES**  
Division of Early Care and Education



**YoungStar Contract – Family Provider**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

The YoungStar Quality Rating and Improvement System is designed to improve the overall quality of child care in Wisconsin.

Programs that receive Wisconsin Shares Child Care Subsidy are required to participate in YoungStar. Completion of the information included within this contract is a requirement for participation in YoungStar. This contract is for a one (1) year period, which may be renewed.

**Complete this form and return to your local YoungStar office as determined at:**  
<http://www.dcf.wisconsin.gov/youngstar/providers.htm>

**Please check applicable type of regulation of program:**

I am licensed under DCF 250  
 I am certified under DCF 202  
 I am in the process of being licensed under DCF 250 or certified under DCF 202  
**(IF YOU ARE IN THE PROCESS OF BEING LICENSED OR CERTIFIED, PLEASE SEE NOTE ON PAGE 4 OF THIS DOCUMENT)**

+ Today's Date (mm/dd/yyyy)

Program Name	Facility Number (if known)
Provider Number (if known)	Location Number (if known)
Name – Family Child Care Program Owner	

3. Fill in the contact information for the program (highlighted in yellow below).
4. Fill in the number of children of all ages that you serve and the ages of those children (highlighted in green below).
5. If your program receives funding from Head Start or from a public school 3K or 4K collaboration/program, check the box below the enrollment information (circled in orange).

Program Name		Facility Number (if known)
Provider Number (if known)		Location Number (if known)
Name – Family Child Care Program Owner		
Name – Child Care On-Site Provider (if different from Owner)		
Address – Child Care Program (Street, City, Zip Code)		County/Tribe – Child Care Program
Telephone Number	Cell Phone Number	Fax Number
Email		
Number of Children Currently Enrolled		Age Range of Children Served
<input type="checkbox"/> My program receives funding from Head Start and/or from a public school to provide 3-year-old kindergarten (3-K) or 4-year-old kindergarten (4K) for some portion of my programming.		

6. Read the information on pages 1-2 of the YoungStar Contract to guide your decision about what type of support you choose for your program.

If you have questions about which type of rating you should choose, please contact your Local YoungStar Office. To find your Local YoungStar Office, see the map at the following web site: <http://def.wisconsin.gov/youngstar/map/default.htm>. If you do not have access to the internet, please call the main YoungStar number:

**1-888-713-KIDS**

**7. Choose the type of YoungStar support you want.**

**Non-Accredited Programs:** Programs that are not accredited through the National Association for Family Child Care Accreditation (NAFCC) or Satellite should choose the type of support they want through YoungStar.

Option A: If a provider would like to be given a 2 Star rating and does not want someone to come into their program, they should check Box A (shown by the green arrow below).

Option B: If a provider would like to someone to come into their program to rate them based upon all of the quality indicators in YoungStar, they should check Box B (shown by the red arrow below). Additionally, if the provider wants free one-on-one Technical Assistance to help prepare for the rating, they should check the box under Box B (circled below).

**I request the following support from the local YoungStar office (choose one of the three options below):**

A. I do not wish to have any technical assistance and do not want a Technical Consultant to come visit my program. **I understand that by selecting this option, my program CANNOT earn more than a 2 Star rating and WILL NOT be eligible for a micro-grant.**

B. I would like a Technical Consultant to visit my program and rate it. I understand that by selecting this option, my program can earn a rating of up to 5 Stars.

Additionally, I would like someone to provide one-on-one technical assistance to help me get ready for this rating and/or to help me improve my program.

C. My program is accredited by the National Association for Family Child Care (NAFCC) or the City of Madison/Satellite and I would like an automated rating of **4 or 5 Stars** based on this accreditation and my educational qualifications. I understand it is my responsibility to send proof of my accreditation to the Department of Children and Families on a timely basis to ensure my rating is correct. These may be faxed to 608-224-6178 or emailed to [Bridget.Benson@wi.gov](mailto:Bridget.Benson@wi.gov). A copy of the YoungStar accreditation policy can be found at: [http://dcf.wisconsin.gov/youngstar/pdf/accreditation\\_policy.pdf](http://dcf.wisconsin.gov/youngstar/pdf/accreditation_policy.pdf)

Additionally, I would like someone to provide one-on-one technical assistance to help me improve my program.

Valid Accreditation Type	Valid Dates
<input type="text"/>	<input type="text"/>

**Accredited Programs:** Programs that are accredited through the National Association for Family Child Care Accreditation (NAFCC) or Satellite must check Box C (shown by the purple arrow below) and enter information about their accreditation into the box (highlighted below). These programs must also choose if they want to receive a Technical Assistance or not. If they want Technical Assistance, they should check the box under Option C (circled below).

**Programs that receive funding from Head Start or Public Schools for 3K or 4K:** Programs that receive any portion of their funding from as Head Start or from public schools for 3K or 4K, should check Box D (shown by the blue arrow below). If you choose this option, please make your best effort to accurately list the number of hours per day that are dedicated to each service (circled below in blue).

I request the following support from the local YoungStar office (choose one of the three options below):

- A. I do not wish to have any technical assistance and do not want a Technical Consultant to come visit my program. I understand that by selecting this option, my program CANNOT earn more than a 2 Star rating and WILL NOT be eligible for a micro-grant.
- B. I would like a Technical Consultant to visit my program and rate it. I understand that by selecting this option, my program can earn a rating of up to 5 Stars.
  - Additionally, I would like someone to provide one-on-one technical assistance to help me get ready for this rating and/or to help me improve my program.
- C. My program is accredited by the National Association for Family Child Care (NAFCC) or the City of Madison/Satellite and I would like an automated rating of **4 or 5 Stars** based on this accreditation and my educational qualifications. I understand it is my responsibility to send proof of my accreditation to the Department of Children and Families on a timely basis to ensure my rating is correct. These may be faxed to 608-224-6178 or emailed to [Bridget.Benson@wi.gov](mailto:Bridget.Benson@wi.gov). A copy of the YoungStar accreditation policy can be found at: [http://dcf.wisconsin.gov/youngstar/pdf/accreditation\\_policy.pdf](http://dcf.wisconsin.gov/youngstar/pdf/accreditation_policy.pdf)
  - Additionally, I would like someone to provide one-on-one technical assistance to help me improve my program.

Valid Accreditation Type	Valid Dates

**Head Start and 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K) (check the box below if applicable)**

- My program receives funding from Head Start and/or from a public school to provide 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K) for some portion of my programming.

If you checked this box, please answer the following questions:

- List the number of hours per day that are dedicated to Head Start:
- List the number of hours per day that are dedicated to 3-K or 4-K:
- List the average number of hours per day that are dedicated to child care:

**If your program accepts Head Start or public school funding, but you cannot easily break out the hours above, please contact your local YoungStar office for assistance in completing this application.**

**NOTE:** Stand-alone Head Start programs should choose the "Head Start and 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K)" option. **Stand-alone Head Start programs with no deficiencies in their triennial review will receive a rating of 5 Stars and should send their YoungStar Contract to DCF YoungStar at 201 East Washington Avenue, Madison, WI 53708.** All other programs should return the Contract to their local YoungStar office. For programs that provide child care in combination with Head Start services or public school-funded three-year-old/four-year-old kindergarten, eligibility for technical assistance and YoungStar rating will be determined on a case-by-case basis. YoungStar does not provide services to stand-alone Head Start programs or public school-funded three-year-old/four-year-old kindergarten classrooms.

## 8. Sign and date the form

All programs must sign and date the **YoungStar Contract** in order for the form to be complete (highlighted below). **The form will not be complete if it is not signed.**

### As a YoungStar participant, I certify that my program:

- Is currently either licensed by the State of Wisconsin; certified within Wisconsin; or is in the process of becoming licensed by the State of Wisconsin or certified within Wisconsin.
- Has received information, understands YoungStar participant responsibilities and agrees to meet all YoungStar requirements.
- Is willing to provide services for children for which Wisconsin Shares Child Care Subsidy Program reimbursement is made.
- Agrees to comply with all requirements spelled out in the Child Care Authorization form, including: reporting actual hours of attendance for all authorized children in care; immediate notification that a child is no longer attending my program upon becoming aware of change in attendance; caring for no more children than regulation rules allows, including private pay and subsidized children.
- Agrees to accurately represent my YoungStar rating.

I, [REDACTED] agree to follow all Wisconsin Shares Child Care Subsidy Program attendance reporting requirements, including accurate and timely reporting, as indicated in Wisconsin State Statutes 49.155 and Administrative Rules DCF 201. I have read and agree to follow policies as indicated in the Wisconsin Shares Subsidy Policy Guide for Child Care Providers. As a child care program, I agree to record actual arrival and departure times and maintain these records in an accessible format for later possible review.

[REDACTED]  
**SIGNATURE** – Authorized Representative for Child Care Program

[REDACTED]  
Date Signed

## C. Return the YoungStar Contract to Your Local YoungStar Office

Programs must return the YoungStar Contract to their Local YoungStar Office.

To find your Local YoungStar Office, see the map at the following web site:

<http://dcf.wisconsin.gov/youngstar/map/default.htm>. If you do not have access to the internet, please call the main YoungStar number:

**1-888-713-KIDS**

After sending in both forms to your Local YoungStar Office, you will receive a contact from them within four weeks of the date they receive your materials. However, if you have any questions in the meantime, do not hesitate to call them.