



## Ownership or Governance Change Policy

When a child care program changes ownership or governance, the provider is obligated to inform the regulatory agency (certification or licensing). If the program changes ownership or governance, a new YoungStar rating may be required or they may be able to keep the current YoungStar rating.

Changes to ownership or governance means a provider's program is changing from one of these to another:

- Individual (sole proprietor)
- Partnership
- LLC Individual
- Corporation
- Non-profit

Providers should complete these steps:

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 you to acknowledge the receipt of the *Program Relocation, Type of Care or Ownership Change Form*.
4. The Local YoungStar Office will determine whether the change requires a new rating or if the current rating can be transferred.
5. **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.**
6. 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:

<https://wiregistry.org/>

**Providers 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>