



## Questions About Relocation

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

**Answer:** A YoungStar rating up to 3 Stars is transferable to new location. If the provider had a Formal Rating at the previous location and earned 3 or more Stars, they will be rated a 3 Star at the new location. When the provider has been at the new location for six (6) months, they may request a new Formal Rating.

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

**Answer:** When a program closes, the automated system ends YoungStar participation, and a withdrawal of application is not needed.

3. **What is the time frame for coaching when a program is moving?**

**Answer:** If a provider is planning on moving from their current location when they would normally receive any requested coaching, any onsite will be delayed until the provider is at the new location. A provider may request a Formal Rating after six (6) months of being in the new location.

A provider can receive coaching at the original location on areas that are not location-specific, such as career counseling and business practices. This ensures that coaching time is not being used to work on an environment issue that will be changing soon.

If a provider plans to move after they would normally receive a rating, the provider must complete a rating at the original location. Once the provider has moved to the new location, they will contact the Local YoungStar Office and can have the rating transferred (up to 3 Stars) from the previous location if the program will remain essentially the same (e.g., same staff, philosophy, business practices, etc.). If a provider moves locations and does not remain essentially the same, the provider must apply to participate in YoungStar as a new provider. In either case, the coaching that is delivered should again be around career counseling, business practices or other areas that are not location-specific. This ensures that coaching time is not being used to work on an environment issue that will be changing soon.



If a move is planned, but the date has not been set, or is not expected for a year or more, the coaching and rating should occur at the current location. Coaching may include any areas the provider and Coach choose.

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 the corresponding star rating (4 or 5 Stars) will remain active. If accreditation does not transfer to the new location, the provider can request coaching and a new rating will be required. Because the provider will have been at the new location for less than six (6) months, the provider would only be eligible for an Automated or Technical Rating, not a Formal Rating.

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

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

**Answer:** Yes. Coaching should be provided to address any areas the provider and Coach choose.

6. **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 a new location or across sites if a portion of the program remains open at the previous location. If part of the program is moving, then the provider will need to have to have two licenses. This means each location would need separate YoungStar contracts and Registry Program Profiles that meet YoungStar staff requirements.

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 coaching delivery for these programs.



## Regulatory Guidelines for Relocation

### 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.

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 Amending a License **DCF 250.11(6)**:

<https://dcf.wisconsin.gov/files/publications/pdf/203.pdf>

### LICENSING RULES FOR DAY CAMPS FOR CHILDREN Chapter DCF 252

<https://dcf.wisconsin.gov/files/publications/pdf/202.pdf>

### CHILD CARE CERTIFICATION RULE Chapter DCF 202

DCF 202.08 (1m) (a) 10. d. The certification is non-transferrable, is granted only to the designated operator, and is limited to the stated location.

DCF202.08(1m)(d) Approval for changes. An operator shall submit a request to the certification agency if the operator wishes to change any of the following: 1. The hours, days, or months that the operator provides care. 2. The name of the operator's child care program. 3. The operator's phone number. 4. The operator's physical address.

See: [https://docs.legis.wisconsin.gov/code/admin\\_code/dcf/201\\_252/202.pdf](https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/202.pdf)