



Type of Care Change Policy

When a child care provider changes the type of care they offer, they are obligated to inform the regulatory agency (certification or licensing). If the provider changes the type of care they offer, 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: Any regulated program open 14 or fewer consecutive weeks.

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, providers 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 you 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: <https://wiregistry.org/wp-content/uploads/adding-new-license-number.pdf>

Programs will have 60 days after the closure of their previous Provider and/or Location Number before their Wisconsin Registry account is closed. After that, they will need to contact the Wisconsin Registry directly.

You can find your Local YoungStar Office by visiting this webpage:

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