**YoungStar Contract**

**Family, Group, School-Age, and Day Camp Programs**

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

**In this document, the word “program” refers to family child care providers, group/center child care programs, school-age programs, and licensed day camp programs.**

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 payments 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 two (2) year period, which may be renewed. YoungStar services, including rating, coaching, and professional development support, are available annually, by request.

**Complete and return ALL SEVEN PAGES via email to help@youngstarconnect.com or via mail to your local YoungStar office, which can be located at** <https://dcf.wisconsin.gov/youngstar/program/localoffice>.

**Please select the applicable regulation type of your program:**

My program is **currently** regulated:

My program is a **licensed family** program, currently regulated under DCF 250.

My program is a **licensed group or school-age** program, currently regulated under DCF 251.

My program is a **licensed day camp** program, currently regulated under DCF 252.

My program is a **certified** program, currently regulated under DCF 202.

My program is a **public-school** program, under the supervision of a Public School Board.

My program is **in the process** of being regulated (if your program is in the process of becoming regulated, please see the note on the last page of this form):

My program is in the **process of being licensed** as a **family** program under DCF 250.

My program is in the **process of being licensed** as a **group or school-age** program under DCF 251.

My program is in the **process of being licensed** as a **day camp** program under DCF 252.

My program is in the **process of being certified** under DCF 202.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program Name | | | | Today’s Date (MM/DD/YYYY) |
| Facility/License Number (if known) | Provider Number (if known) | | Location Number (if known) | |
| Name – Licensee / Owner / Director of Record / Site Supervisor | | | | |
| Name – Contact Person (if different from above) | | | | |
| Address – Program (Street, City, State, Zip Code) | | | | |
| Email | | | | |
| County / Tribe – Program | | Preferred Language | | |
| Telephone Number | Cell Phone Number | | Fax Number | |
| Number of Children Currently Enrolled | Number of Classrooms / Groups | | Age Range of Children Served | |

**All programs that participate in YoungStar must be regulated by the Department of Children and Families. Of these regulated programs, those that have had their licenses or certifications revoked, denied, or suspended are rated 1 Star and families cannot receive Wisconsin Shares authorizations to attend the program. In order to earn a 2 Star rating or higher, a program must be in regulatory compliance. To earn a 3 to 5 Star rating, programs must demonstrate quality practices beyond what is required for regulation. A program will have access to the following services and resources upon receipt of this completed form:**

* An Explanation of YoungStar services and quality rating process.
* A YoungStar quality rating posted on the Department of Children and Families Regulated Child Care and YoungStar Public Search website at <https://childcarefinder.wisconsin.gov/>.
* A clearly defined process for addressing significant questions about the program’s YoungStar rating.
* Access to research-informed materials and evidence-based practices.
* Telephone and email support available to answer questions and respond to concerns.
* Ongoing access to training, coaching, and support from local training and technical assistance providers.

**A note on accountability and reporting:**

Individual programs will work with local YoungStar offices. Local YoungStar office staff members are mandatory reporters for concerns of child abuse and neglect, just as staff members in individual programs are mandatory reporters. In the event that a YoungStar staff member observes a practice that endangers children, the YoungStar staff member will draw the attention of program staff to the issue and will also be required to report the issue to the appropriate authorities.

**Program commits to the following:**

* To comply with the requirements of this contract. Once signed, this form constitutes a contract between the program and the Department of Children and Families certifying that the program is aware of regulatory child care attendance requirements, Wisconsin State Statutes, Administrative Rules, and Operations Memos governing child care and the Wisconsin Shares program. The program will follow all Wisconsin Shares requirements, refrain from making any misrepresentations of the program’s YoungStar rating, and ensure that attendance is accurately completed on sign-in/sign-out forms and retained within the program.
* Be willing to provide care for children participating in the Wisconsin Shares Child Care Subsidy Program. The Wisconsin Shares Child Care Subsidy Program provides monthly funds to parents utilizing the MyWIChildCare EBT (Electronic Benefits Transfer) card. In order to receive EBT payments the program will have to sign an agreement with DCF’s payments vendor, FIS, which includes the tax ID number and bank account information. I understand that it is a program rule violation:
  + To refund EBT payments, in whole or in part, to MyWIChildCare cardholders. Should a refund or adjustment be necessary, my program must contact the local or tribal agency that created the cardholder’s authorization.
  + To provide cash, goods, and/or services (other than child care) to MyWIChildCare card holders in return for authorizing EBT payments to my program.
  + To request that parents provide the Personal Identification Number (PIN) for their EBT account or leave their EBT card with my program or with any program staff member.
  + For my program to initiate EBT transactions on behalf of a parent.
* Review and comply with policies laid out in Wisconsin Statutes 49.155 (regarding Wisconsin Shares child care subsidy), (<http://docs.legis.wisconsin.gov/statutes/statutes/49/III/155>) and DCF 201 Administration of Child Care Funds (<http://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/201>).
* Complete a YoungStar rating process within a 24-week timeframe.
* Provide accurate information and authentic documentation of items requested for rating.
* Provide accurate and timely information on The Wisconsin Registry Program Profile (required for 3 Star or higher, but applicable to any information listed in a Program Profile, regardless of star rating), at <https://wiregistry.org/wp-content/uploads/Creating-a-Program-Profile-1.pdf>. Up to date YoungStar lead staff information is used for accurate YoungStar rating determinations and must therefore be identified in the Program Profile. This includes accurate information on the program’s:
  + Supervisory/Administrative Staff: Licensee / Owner / Director of Record / Site Supervisor
  + Lead Teaching Staff: Primary Family Provider / Lead Teacher(s) / Group Leader(s) / Day Camp Counselor(s)
  + Classroom(s)/Group(s)

**Programs that want to earn a 3 Star rating or higher must participate in The Wisconsin Registry and create and maintain a Program Profile.**

If there are changes in Supervisory/Administrative Staff or Lead Teaching Staff, the program must update The Wisconsin Registry Program Profile immediately. Any changes made to educational or classroom/group information in the Program Profile will automatically impact the program’s YoungStar rating and may impact quality-related funding administered by the Department.

Use the following table to decide whether to list a classroom on The Wisconsin Registry Program Profile for YoungStar:

|  |  |
| --- | --- |
| **Question** | **Instruction** |
| 1. Is the classroom open (used by children) at least 25% of the time the program accepts children (up to 40 hours per week)?[[1]](#footnote-2) | **No:** Do **not** list the classroom. |
| **Yes:** See Question **2**. |
| 1. Does the classroom house Head Start or publicly funded 3K or 4K programming? | **No: List** the classroom. |
| **Yes:** See Question **3**. |
| 1. Does the classroom provide ***any*** child care in addition to the Head Start or publicly funded 3K or 4K programming? Or does the classroom blend child care funding with Head Start or publicly funded 3K or 4K funding? | **No:** Do **not** list the classroom. |
| **Yes:** **List** the classroom. |

**Note:** Programs that are not accredited must complete an Environment Rating Scale (ERS) Observation to earn higher than a 3 Star rating. Because of the time required to conduct an ERS Observation, only classrooms that are listed on the Program Profile and that have at least **two consecutive hours** of child care programming will be eligible for an ERSObservation. Learn more about the Environment Rating Scale tools at <https://dcf.wisconsin.gov/youngstar/providers/ers>.

All classrooms must be listed on the Program Profile if they meet the criteria outlined in the table above, even those that are not eligible for ERS observation.

**IF YOU NEED HELP CREATING OR MAINTAINING YOUR PROGRAM PROFILE,**

**PLEASE SEE THE INFORMATION ON THE LAST PAGE OF THIS CONTRACT.**

**Programs receiving YoungStar coaching and/or rating services will:**

* Follow the *YoungStar Participation Policy* (<https://dcf.wisconsin.gov/files/youngstar/pdf/policies/participation-policy.pdf>) and all YoungStar policies listed on <https://dcf.wisconsin.gov/youngstar/providers/policy>.
* Build a Quality Improvement Plan with goals based on the results of a completed program self-assessment prior to completing an onsite rating.
* Provide time for coaching, rating observation, and consultation with supervisory/administrative and teaching staff, if requested.
* Participate intentionally and actively in meaningful efforts to improve program quality.
* Keep open communication about needs, interests, barriers, and scheduling issues during the entire YoungStar coaching and/or rating process, beginning when services are first requested.
* Complete a YoungStar rating process within a 24-week timeframe.

**Failure to comply to any of the above may result in an automated 2 Star rating and/or withdrawal of services.**

**I understand that I must complete a rating process to continue participation in YoungStar. I request the following type of rating (you must choose one option below):**

My program is **NOT ACCREDITED,** and I **DO NOT** want to have YoungStar staff rate my program using the YoungStar Evaluation Criteria. **I understand that by selecting this option, my program CANNOT earn a rating higher than a 2 Star rating.**

My program is **NOT ACCREDITED**, and I **WOULD** like to have YoungStar staff rate my program using the YoungStar Evaluation Criteria. I understand that by selecting this option, my program can earn a rating up to a **3 Star** rating. I agree to allow unrestricted access to all areas of the premises in which care is provided.

I am interested in learning more about the Environment Rating Scale (ERS) tools, required to earn a **4 or 5 Star** rating (must meet 3 Star requirements to be eligible). **Short-term operational programs are not eligible for ERS Observation, and therefore cannot earn a rating higher than a 3 Star rating.**

My program **IS ACCREDITED** by one of the accrediting agencies that is accepted as equivalent to a YoungStar rating, and I would like an automated rating of **4 or 5 Star** based on this accreditation and my program’s educational qualifications (as applicable).

I understand it is my responsibility to send proof of accreditation, and any accreditation renewals, to the Department of Children and Families on a timely basis to ensure my YoungStar rating is correct. These may be faxed to 608-422-7156 or emailed to [youngstar@wisconsin.gov](mailto:youngstar@wisconsin.gov).

A copy of the YoungStar accreditation policy and a list of accrediting agencies that are accepted as equivalent to a YoungStar rating can be found at <https://dcf.wisconsin.gov/files/youngstar/pdf/policies/accreditation-policy.pdf>.

|  |  |
| --- | --- |
| Name of Accreditation | Expiration Date |

My program offers **Head Start and/or Early Head Start** programming that is accepted as equivalent to a YoungStar rating, and I would like an automated rating of **5 Star** based on this programming.

A copy of the Policy on Head Start Participation in YoungStar and the requirements that need to be met to be considered equivalent to a YoungStar 5 Star rating can be found at <https://dcf.wisconsin.gov/files/youngstar/pdf/policies/head-start-policy.pdf>.

**I request the following FREE support(s) from my local YoungStar office (you must choose at least one option below, select all that apply):**

**One-on-One Individualized Coaching:** I would like to receive one-on-one individualized coaching. I am interested in receiving this support:

Onsite, at my program  Virtually  Both onsite and virtually

**Targeted** **Group-Based Coaching:** I would like to receive coaching in a group setting with other programs around the same topic. Depending on interest, this group coaching may be virtual or in-person.

I am interested in learning more about (select all that apply):

Education and Career Development

General Learning Environments and Curriculum specific to:

Infants and Toddlers  School-agers

Family Child Care  Multilingual Learners

Business Practices

Family Engagement

Social and Emotional Development, Including Challenging Behaviors

Supporting Children with Disabilities/Exceptionalities

**On-demand Resources & Training:** I would like information around the My YoungStar Connect website, filled with resources and training that I can access on my own time (<https://www.youngstarconnect.com/>).

**I am not interested** in accessing any quality improvement support at this time. I recognize that I can reach out to my local YoungStar office at any time if I change my mind.

**Official Public Collaborations**

Please *check all applicable service types* and identify the funding source and classroom information corresponding with the services(s) you provide.

**Head Start Programs Meeting Head Start Performance Standards (Standalone Head Starts), check below as applicable:**

My program is a Standalone Head Start receiving funding from       for Head Start Services.

My Standalone Head Start program provides Early Head Start services.

My Standalone Head Start program receives funding from       public school to provide 4K services. 4K services are funded for the following hours daily during the school year:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 4K – Morning Session | 4K – Afternoon Session | 4K – Full Day |
| Schedule (begin/end time) |  |  |  |
| Meets on what days? | M T W R F | M T W R F | M T W R F |
| Number of classrooms? |  |  |  |

**Child Care Programs Receiving Funding for Head Start and 4K Services, check below as applicable:**

**Head Start Services:**

My program receives funding from       Head Start to provide comprehensive services only. I receive no funding for direct classroom programming support.

My program receives funding from       Head Start for some portion of 3 or 4-year-old classroom programming (\*Head Start Service Programming). The programming information is provided below.

My program receives funding from       Head Start for some portion of 0 to 3-year-old classroom programming (\*Early Head Start Programming). The programming information is provided below.

|  |  |  |
| --- | --- | --- |
| \*Counted towards Head Start duration | Head Start Service Session | Early Head Start Service Session |
| Schedule (begin/end time) |  |  |
| Meets on what days? | M T W R F | M T W R F |
| Number of classrooms? |  |  |

**4K Services:**

My Child Care program receives funding from       public school district to provide 4K services. 4K services are funded for the following hours daily during the school year:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 4K – Morning Session | 4K – Afternoon Session | 4K – Full Day |
| Schedule (begin/end time) |  |  |  |
| Meets on what days? | M T W R F | M T W R F | M T W R F |
| Number of classrooms? |  |  |  |

**My program provides publicly funded 4K and/or Head Start services and I cannot easily break out the hours above. My local YoungStar office should contact me to provide assistance in completing this application.**

**Stand-alone Head Start programs with no deficiencies in their ACF Aligned Monitoring System review will receive a rating of 5 Stars and should send their YoungStar Contract to DCF YoungStar Program at 201 West Washington Avenue, Madison, WI 53708.** All other programs should return the Contract to their local YoungStar office.

**YoungStar does not provide services to public school-funded 4K classrooms**. However, for programs that provide **child care in combination** with public school-funded 4K, eligibility for YoungStar coaching and rating services will be determined on a case-by-case basis.

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

* Is currently licensed by the State of Wisconsin or certified within Wisconsin, has a current contract with a public -school board in the State of Wisconsin to provide care to children in the district of said public school board, or is in the process of becoming licensed by the State of Wisconsin or certified within Wisconsin. Note that private/parochial and tribal schools must be licensed by the State of Wisconsin, certified within Wisconsin, or in the process of becoming licensed by the State of Wisconsin or certified within Wisconsin.
* Understands information is available online, or by request, about YoungStar participant responsibilities, understands these responsibilities, and agrees to meet all YoungStar requirements outlined in YoungStar policy documents (<https://dcf.wisconsin.gov/youngstar/providers/policy>) and in the *YoungStar Evaluation Criteria* (<https://dcf.wisconsin.gov/youngstar/providers/rating-criteria>).
* Will comply with all requirements of the Wisconsin Shares Child Care Subsidy Program and will not deny services to children participating in the Wisconsin Shares Child Care Subsidy Program.
* Agrees to comply with all requirements spelled out in the Monthly Child Care Authorization Information notices and regulation manuals/rules, including: accurate completion of attendance on sign-in/sign-out forms, and retention of these forms within the program; notifying the local child care agency that a child receiving Wisconsin Shares funding is no longer attending my program immediately upon becoming aware of a change in attendance; and caring for no more children than regulation rules allow, regardless of whether these children are enrolled through private pay and/or subsidy.
* Agrees to accurately represent its YoungStar rating.
* Agrees to accurately report changes in collaboration hours with Head Start/Early Head Start and/or 4K partnerships.
* Agrees to comply with any and all caregiver background check requirements.
* Agrees to comply with all laws, rules, and regulations. I understand and agree that, as the Authorized Representative for my program, I am responsible for ensuring that any person who is employed at my program or who has any role in the operation of my program will comply with all laws and regulations pertaining to child care, school-age, or day camp programs, including, but not limited to, Ch. 48 Children’s Code of the Wisconsin Statutes; Chs. DCF 250 Family Child Care Centers, DCF 251 Group Child Care Centers, DCF 252 Day Camps, DCF 202 Child Care Certification, and DCF 201 Administration of Child Care funds of the Wisconsin Administrative Codes; and s.7 CFR 226 Child and Adult Care Food Program of the Federal Regulations of the U.S. Department of Agriculture. I further understand and agree that, as the Authorized Representative for my program, I may be held legally responsible under any applicable laws and regulations for any actions or omissions of any person who is employed at my program or who has any role in the operation of my program. I understand and agree that failure to comply may result in an enforcement action against my license/certificate including, but not limited to, revocation, denial, or the assessment of forfeiture.

DO NOT SIGN THIS CONTRACT UNTIL YOU HAVE READ IT OVER CAREFULLY, ARE CERTAIN YOU UNDERSTAND ALL OF ITS PROVISIONS, AND HAVE RECEIVED A COPY OF, OR ELECTRONIC ACCESS TO, ALL DOCUMENTS REFERENCED IN THIS CONTRACT.

THIS CONTRACT IS LEGALLY BINDING. VIOLATION OF THIS CONTRACT MAY RESULT IN THE DEPARTMENT OF CHILDREN AND FAMILIES TERMINATING THE PROGRAM’S WISCONSIN SHARES AUTHORIZATIONS.

FAILURE TO COMPLY WITH THE PROVISIONS OF THIS CONTRACT MAY RESULT IN AN OVERPAYMENT OF WISCONSIN SHARES PAYMENTS BEING ESTABLISHED AGAINST YOUR PROGRAM AND/OR YOU PERSONALLY.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to follow all Wisconsin Shares Child Care Subsidy Program requirements, as indicated in Wisconsin State Statutes 49.155 and Administrative Rules DCF 201. I have read and agree to follow all policies listed on the YoungStar Policies webpage (<https://dcf.wisconsin.gov/youngstar/providers/policy>), and in the *Wisconsin Shares Policy Manual* (<https://dcf.wisconsin.gov/manuals/wishares-cc-manual/>). As a representative of my program, I will ensure that attendance is accurately completed on sign-in/sign-out forms and retained within the program.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **SIGNATURE** – Authorized Representative for Program |  | Date Signed |  |

**PROGRAMS IN THE PROCESS OF BEING LICENSED OR CERTIFIED**

If your program is in the process of being licensed or certified, you should complete this YoungStar Contract 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. You **CANNOT** receive Wisconsin Shares payments 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 license or certification. If you return this contract to your local YoungStar office before you receive your license or certification, you are responsible for contacting the local YoungStar office **as soon as** you receive your license or certification so that you may begin YoungStar services.

**Additional Information about The Wisconsin Registry Program Profile**

Every program that would like to earn a 3 Star rating or higher in YoungStar, that is not eligible for a 4 or 5 star rating through an accepted accreditation or Head Start status, must create a Program Profile through The Wisconsin Registry. <https://wiregistry.org/wp-content/uploads/Creating-a-Program-Profile-1.pdf>

Programs must designate one YoungStar Primary Family Provider / Lead Teacher / Group Leader / Day Camp Counselor for each classroom/group in the program. Programs must designate one Licensee / Owner / Director of Record / Site Supervisor for each program. Programs may add additional teachers into classrooms. **Do not add Teachers/Group Leaders who only teach during Head Start or publicly funded 3K or 4K programming to your Program Profile.**

**Contact your local YoungStar office for additional clarification.**

Instructions for creating a Wisconsin Registry Program Profile and other resources are available online at <https://wiregistry.org/programs-organizations/resource-center/>.

Programs that need help creating or updating their Program Profiles may email: support@wiregistry.org or call: 608-222-1123, press option 4 to speak to a Wisconsin Registry Specialist.

**YoungStar Participation Policy**

Cancellation of, or habitual absenteeism from, scheduled YoungStar appointments prevents quality improvements, coaching, evaluation, and ratings from being completed in a timely manner. Every participant in YoungStar who would like any form of direct services (coaching, consultation, and/or onsite Rating) is required to sign a YoungStar Participation Agreement before beginning the process. The Agreement explains the rules around good faith participation in YoungStar services. The full YoungStar Participation Policy, including information on appointment cancellation and failure to respond to communications, is available at <https://dcf.wisconsin.gov/files/youngstar/pdf/policies/participation-policy.pdf>

**Additional Resources**

Programs will be evaluated for YoungStar rating using the*YoungStar Evaluation Criteria* documents for group, family, school-age, and short-term operational programs. These documents are available at <https://dcf.wisconsin.gov/youngstar/providers/rating-criteria> .

The Department of Children and Families creates and maintains:

* *YoungStar Policy documents* at: https://dcf.wisconsin.gov/youngstar/providers/policy
* *YoungStar Frequently Asked Questions* at: <https://dcf.wisconsin.gov/youngstar/providers/faqs>

**For Local YoungStar Office** **Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Received | Initials | Complete? | Date Processed | Initials |

1. This means that if a program accepts children more than 40 hours per week, any classrooms that are open for at least 10 hours per week must be listed on the Program Profile. If a program accepts children for fewer than 40 hours per week, the classrooms that are open 25% of that time must be listed on the Program Profile. [↑](#footnote-ref-2)