



## YoungStar Withdrawal Policy

### YoungStar Contract

The YoungStar Contract and subsequent renewal contracts are valid for two years. The contract states that as part of participating in YoungStar, the child care provider must: *Be willing to provide care for children whose parents participate in the Wisconsin Shares Child Care Subsidy Program.* If a provider who signed a YoungStar contract refuses to accept families that participate in the Wisconsin Shares program, the child care provider may be liable for repayment of YoungStar services, or other penalties determined by DCF.

### YoungStar Participant

If a provider no longer wishes to participate in YoungStar, they can voluntarily be removed from the program if they have *not* received a Wisconsin Shares payment from any family within 6 months of their withdrawal request. This request must be made to their Local YoungStar Office. Local YoungStar Office staff will then inform DCF, who will confirm dates of Wisconsin Shares payments from enrolled families. DCF will make the necessary changes if the provider qualifies to withdraw. Withdrawn providers will remain on the Child Search website as not participating. However, it is important to note that the child care provider must be willing to serve a child from a family receiving Wisconsin Shares at any time for the duration of their YoungStar Contract. A provider cannot refuse to enroll a family receiving Wisconsin Shares for six months and withdraw from YoungStar.

### Wisconsin Shares Recipient Withdrawal

If a YoungStar-rated provider has accepted a Wisconsin Shares payment from an enrolled family at any time in the 6 months prior to the date of their withdrawal request, the Local YoungStar Office will deny the request until a full 6 months has passed since the last WI Shares payment.

If a YoungStar-participating provider has received a Wisconsin Shares payment from a family within the six-month time frame and is in *pending rating* status at the time of their decision to withdraw participation (for example while receiving coaching services or while waiting for their rating), the provider will have two options. They can either continue with their Rating or change to an Automated Rating.

### Example

ABC Child Care Center signed a YoungStar Contract on January 1, 2017. They accepted WI Shares payments from a family between January-March 2017. In July 2017, they contact their local YoungStar office and ask to be removed from YoungStar. Because they accepted WI Shares payments from a family for a portion of the 6 months prior, they must continue to participate in YoungStar until 6 months after the final Wisconsin Shares payment from a family. If during this time a family receiving Shares requests an authorization for the center, the center cannot refuse the authorization, and the center's termination date will extend until six months have passed since the final Wisconsin Shares payment from any enrolled family, or the end of the two-year YoungStar contract, whichever comes first.