



## Program Relocation Policy

When a child care program moves the location of their facility, they are obligated to inform their regulatory agency (certification or licensing). If the program is moving from one address to another, and the program will remain essentially the same (e.g., same philosophy, staff, owner, etc.), a YoungStar rating of up to 3 Stars will follow the program.

4 and 5 Star ratings cannot be transferred from one location to another. If a program had a Formal Rating at their previous address, and earned 3 or more Stars, they will be rated 3 Star at their new location. Programs can request a Formal Rating in their new physical location after being open for 6 months. If a program had a 4 or 5 Star rating based on accreditation at their previous address, they will have 90 days to complete a rating to earn 3 Stars at the new address, or they will be rated 2 Stars. These programs can then request a Formal Rating after 6 months or follow the timeline associated with becoming accredited at their new location.

To ensure continued eligibility to receive Wisconsin Shares payments from families, programs must complete these steps when relocating:

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 the program to acknowledge the receipt of the *Program Relocation, Type of Care or Ownership Change Form*.
4. **Once in the new location, contact the Local YoungStar Office again to let them know the new Provider, Location and/or Facility number.**
5. Update the Registry Program Profile. If the Provider, Location and/or Facility Number have changed, programs need to transfer information from the old Program Profile to the 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 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>