



YoungStar Rating Type Change Policy

When a child care provider wishes to change the type of rating process they originally requested (e.g., automated, onsite), they must submit the *YoungStar Rating Type Change Form*, available from their Local YoungStar Office (LYSO). To be considered, the request must be submitted more than 140 days before the first day of the provider's anniversary month. Additionally, providers may request to receive a second rating within the same service year under limited circumstances.

Providers may complete a Technical Rating and later request a Formal Rating before they receive their next YoungStar Renewal Contract or Request for Off-Year Services application if the following is true:

- The program already completed a Technical Rating but has not completed a Formal Rating during the current service year.
- The program is eligible for a Formal Rating. This means that the program meets 4 or 5 Star minimum requirements in all areas except ERS Observation scores.
- The request is more than 140 days before the first day of the program's anniversary month¹.

If a provider meets these requirements, they can request a Formal Rating by completing the *Formal Rating Request Form* (only available through the LYSO). Completed request forms should be returned to the provider's LYSO to be processed.

Providers must follow the **Maintaining Your Registry Program Profile** policy (<https://dcf.wisconsin.gov/files/youngstar/pdf/keep-program-profile-updated.pdf>) regarding documentation and processes around rating changes due to staff changes. After that process has been followed, the Coach has the responsibility of activating the new rating, if needed.

Providers are only entitled to one rating per year. If a provider's training or education increases or decreases before the provider's next required or optional rating, a change to the provider's YoungStar rating may be made as a courtesy to providers. It is not a right of the provider to have their YoungStar rating changed more than once per year, even if education or training levels change.

Find your local YoungStar Office:

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

¹ If it is **within 140 days of the provider's anniversary month** (the month the provider was first given a rating in YoungStar), the provider **is not eligible** for a rating type change. In this case, the provider can request a new rating on their next YoungStar Renewal Contract or Request for Off-Year Services application. DCF will mail these forms 120-150 days prior to a provider's anniversary month.