



Type of Care Change Policy

When a child care provider changes the type of care they offer, they are obligated to inform their regulatory agency (certification or licensing). If a 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: Certified family and licensed family providers

Track 2 Group: Licensed group or public-school license exempt providers if care is provided to children who do not attend public school full-time

Track 3 School-Age: Certified or licensed family, licensed group, or public-school license exempt providers if the program only provides out-of-school-time care to children who attend public school full-time

Track 4 Day Camp: Any regulated provider open 14 or fewer consecutive weeks.

If a provider switches tracks (for example: from Track 1 Family to Track 2 Group), they will need a new rating. If they switch type of regulation within the same track (for example: certified family to licensed family), their current rating will 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>

Providers 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>