

## Instructions for Licensed Family Providers

### Licensed Family Providers


The following are instructions for completing the form required for participation in YoungStar for licensed family child care programs.

**Note:** In the past, two forms were required for participation in YoungStar (the YoungStar Participation Request **AND** the Wisconsin Share Contract). Beginning in 2012, these forms have been combined into one form called the YoungStar Contract. If you have never participated in YoungStar before, fill out the YoungStar Contract. If you are currently participating in YoungStar, **DO NOT** use the YoungStar Contract to reapply, instead you will be mailed a YoungStar Contract **Renewal** approximately 60 days before your YoungStar anniversary date. Your YoungStar anniversary date is the anniversary of the date you were given your first YoungStar rating. If you have any questions about this process, contact your Local YoungStar Office.

### **A. To complete the forms have the following THREE pieces of information ready:**

#### **1. Your Facility Number:**

For licensed programs this number is the same as your License Number, found in the upper-right corner of your License (as shown below).

Child Care License		
	<p>THE STATE OF WISCONSIN THE DEPARTMENT OF CHILDREN AND FAMILIES DIVISION OF EARLY CARE AND EDUCATION <b>CHILD CARE CENTER LICENSE</b></p> <p><b>Minnie Mouse</b> <b>123 Main St</b> <b>Anytown, WI 40020</b></p> <p>FAMILY CHILD CARE CENTER known as <b>ABC Child Care</b> <b>123 Main St</b> <b>Anytown, WI 40020</b></p> <p>Maximum Capacity: 8 Ages of Children Served: 6 Week(s) through 12 Year(s) Hours of Operation: 8:00 a.m. to 5:30 p.m. Days of Operation: Monday through Friday Months of Operation: January through December</p> <p>ORIGINAL LICENSE DATE: June 23, 2010 PROBATIONARY EXPIRATION DATE: December 31, 2010</p> <p><small>This license is effective unless revoked, suspended or voluntarily surrendered. The Letter of Transmittal is incorporated herein. Any and all exceptions and stipulations or conditions to this license shall be posted near the license certificate.</small></p> <p><small>This license is granted under the pertinent provisions of Section 48.65 through 48.77 of Wisconsin Statutes.</small></p>	<p>License No. <b>1022333</b></p> <p>Licensed providers should use this number as their Facility Number</p> <p>Reggie Bicha Secretary DEPARTMENT OF CHILDREN AND FAMILIES</p> <p>To determine the current status of this license or to file a complaint regarding this facility, please contact: BUREAU OF EARLY CARE REGULATION SOUTHERN REGIONAL OFFICE PO BOX 8947 MADISON WI 53708-8947 PHONE: (608) 266-2000</p>

## Facility Number (continued)

### Programs currently serving children who receive Wisconsin Shares subsidies

For programs that are currently caring for children who receive Wisconsin Shares, if you have access to the Child Care Provider Information (CCPI) web site, you can also find your **Facility Number** on the CCPI web site after you log in (shown below).

**If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at**

<http://dcf.wisconsin.gov/childcare/ccpi/default.htm>

The screenshot shows the CCPI Web Site interface. At the top, it says "CCPI Web Site (licensed)". Below that, the page title is "Child Care: Provider Location Details". There is a "Logout" button in the top right. A navigation bar includes "Change SPA Settings" and links for "Home | Provider Information | Announcements | FAQ | Reports | Admin". The main content area is divided into two columns. The left column has a "Location" section with sub-links for "Location List", "Location Details" (highlighted in yellow), and "License/Certification". The right column displays provider information for "Randy's Group Care, Inc." with details: "Location Randy's Group Care-Naeyc Accr #001", "123 Main St", "Anytown WI 52222", and "Contact Phone 414-555-6666". To the right of this information, there is a table with the following data: "Provider Number 3800036563", "Facility Id 120856" (highlighted in an orange box), "Facility Name", "Licensor Id 0000064", and "Licensor Name".

## 2. Your Wisconsin Shares Provider Number:

### Programs not currently serving children who receive Wisconsin Shares subsidies

If you are not currently serving children who receive Wisconsin Shares, you will not have this number. In this case, write "Not Applicable" in the section that asks for your **Provider Number** on the YoungStar Participation Request form.

### Programs currently serving children who receive Wisconsin Shares subsidies

For programs that are currently serving children who receive Wisconsin Shares, the **Provider Number** can be found in the upper-right corner of your Child Care Authorization (as shown on page 3), on your Wisconsin Shares check or on your direct deposit slip for Wisconsin Shares. Alternatively, if you have access to the Child Care Provider Information (CCPI) web site, you can find your **Provider Number** on the CCPI web site after you log in (also shown on page 3).

**If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at**

<http://dcf.wisconsin.gov/childcare/ccpi/default.htm>

Child Care Authorization

Provider Number: 380036563

MILWAUKEE  
MILWAUKEE ENROLLMENT SERVICES  
PO BOX 05676  
MILWAUKEE, WI 53205



Date: 06/22/2010

Provider Location: 001  
Provider Type: Licensed Group

000002  
RANDY'S GROUP CARE, INC  
111 SIDE ST  
MKEE, WI 53535

Child Care Authorization Information

Case Information	Worker Information
Case Number: 4700482249 Primary Person: DAILY ATTENDANCE SMRF Date: 06/30/2010	Contact your Child Care Liaison.

Ending Authorizations – No New Authorizations

The following authorizations are ending. See below for details.

Child's Name / Date of Birth	Auth Type	Hours Per Week	Auth Begin Date	Auth End Date	Weekly Amount	Hourly Amount	Rate Effective Date
ANNIE ATTENDANCE 01/01/2008	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
*ADAM ATTENDANCE 01/01/2005	E	45	01/03/2010	06/12/2010	\$100.00	\$ 2.86	01/03/2010
ANNA ATTENDANCE 01/01/2006	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
ANNELIESE ATTENDANCE 01/01/2009	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010

CCPI Web Site

Child Care: Provider Location Details

Provider Number: 380036563

Logout



Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin

- Location
- Location List
- Location Details
- License/Certification

Randy's Group Care, Inc  
Location Randy's Group Care-Naeyc Accr #001  
123 Main St  
Anytown WI 52222  
Contact Phone 414-555-6666

Provider Number 3800036563  
Facility Id 120856  
Facility Name  
Licensor Id 0000064  
Licensor Name

**3. Your Location Number:**

Programs not currently serving children who receive Wisconsin Shares subsidies

If you are not currently serving children who receive Wisconsin Shares, you will not have this number. In this case, write "Not Applicable" in the section that asks for your **Location Number** on the YoungStar Participation Request form.

Programs currently serving children who receive Wisconsin Shares subsidies

For programs that are currently serving children who receive Wisconsin Shares, the **Location Number** may be found near the upper-right corner of your Child Care Authorization (as shown below), on your Wisconsin Shares check or on your direct deposit slip for Wisconsin Shares. Alternatively, if you have access to the Child Care Provider Information (CCPI) web site, you can find your **Location Number** on the CCPI web site after you log in (shown on page 5).

**If you do not have access to the CCPI web site AND you are serving children who receive Wisconsin Share subsidies, you may request access at**


<http://dcf.wisconsin.gov/childcare/ccpi/default.htm>

Child Care Authorization

MILWAUKEE  
MILWAUKEE ENROLLMENT SERVICES  
PO BOX 05676  
MILWAUKEE, WI 53205

Date: 06/22/2010

000002  
RANDY'S GROUP CARE, INC  
111 SIDE ST  
MKEE, WI 53535



**State of Wisconsin**      **Provider #**  
3800036563

Provider Location: 001

Provider Type: Licensed Group

Location Number: 001

### Child Care Authorization Information

Case Information				Worker Information			
Case Number: 4700482249 Primary Person: DAILY ATTENDANCE SMRF Date: 06/30/2010				Contact your Child Care Liaison.			
Ending Authorizations – No New Authorizations							
The following authorizations are ending. See below for details.							
Child's Name / Date of Birth	Auth Type	Hours Per Week	Auth Begin Date	Auth End Date	Weekly Amount	Hourly Amount	Rate Effective Date
ANNIE ATTENDANCE 01/01/2008	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
*ADAM ATTENDANCE 01/01/2005	E	45	01/03/2010	06/12/2010	\$100.00	\$ 2.86	01/03/2010
ANNA ATTENDANCE 01/01/2006	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010
ANNELIESE ATTENDANCE 01/01/2009	E	45	01/03/2010	06/26/2010	\$100.00	\$ 2.86	01/03/2010

CCPI Web Site (licensed)

Child Care: Provider Location Details

Location Number: 001

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin


<b>Location</b>	Randy's Group Care, Inc	Provider Number	3800036563
Location List	Location Randy's Group Care-Naeyc Acc #001	Facility Id	120856
Location Details	123 Main St	Facility Name	
License/Certification	Anytown WI 52222	Licensor Id	0000064
	Contact Phone 414-555-6666	Licensor Name	

**B. Filling out the YoungStar Contract—Licensed Family Programs**

**1. When you have gathered your Facility Number (if applicable), Provider Number and Location Number (if applicable), enter this information into the YoungStar Contract – Family Provider (as shown below).**

- Enter the **Facility Number** in the yellow highlighted area.
- Enter the **Provider Number** in the pink highlighted area.
- Enter the **Location Number** in the blue highlighted area.

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Early Care and Education



**YoungStar Contract – Family Provider**

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

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 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 one (1) year period, which may be renewed.

**Complete this form and return to your local YoungStar office as determined at:**  
<http://www.dcf.wisconsin.gov/youngstar/providers.htm>

Today's Date (mm/dd/yyyy)	
Program Name	Facility Number (if applicable)
Provider Number	Location Number
Name – Family Child Care Program Owner	
Name – Child Care On-Site Provider (if different from Owner)	

2. Fill in the contact information for the program (highlighted in yellow below).
3. Fill in the number of children of all ages that you serve and ages of those children (highlighted in green below).
4. If your program receives funding from Head Start or from a public school 3K or 4K collaboration/program, check the box below the enrollment information (circled in orange).

Today's Date (mm/dd/yyyy)		
Program Name		Facility Number (if applicable)
Provider Number		Location Number
Name – Family Child Care Program Owner		
Name – Child Care On-Site Provider (if different from Owner)		
Address – Child Care Program (Street, City, Zip Code)		County/Tribe – Child Care Program
Telephone Number	Cell Phone Number	Fax Number
Email		
Number of Children Currently Enrolled		Age Range of Children Served
<input type="checkbox"/> My program receives funding from Head Start and/or from a public school to provide 3-year-old kindergarten (3-K) or 4-year-old kindergarten (4K) for some portion of my programming.		

5. Read the information on pages 1-2 of the YoungStar Contract to guide your decision about what type of support you choose for your program.

If you have questions about which type of rating you should choose, please contact your Local YoungStar Office. To find your Local YoungStar Office, see the map at the following web site: <http://dcf.wisconsin.gov/youngstar/map/default.htm>. If you do not have access to the internet, please call the main YoungStar number:

**1-888-713-KIDS**

**6. Choose the type of YoungStar support you want.**

**Non-Accredited Programs:** Programs that are not accredited through the National Association for Family Child Care Accreditation (NAFCC) or Satellite should choose the type of support they want through YoungStar.

Option A: If a provider would like to be given a rating based upon education and training alone and does not want someone to come into their program, they should check Box A (shown by the green arrow below).

Option B: If a provider would like to someone to come into their program to rate them based upon all of the quality indicators in YoungStar, they should check Box B (shown by the red arrow below). Additionally, if the provider wants free one-on-one Technical Assistance to help prepare for the rating, they should check the box under Box B (circled below).

I request the following support from the local YoungStar office (choose one of the three options below):

A. I do not wish to have any technical assistance and do not want a Technical Consultant to come visit my program. I understand that by selecting this option, my program **CANNOT** earn more than two stars and **WILL NOT** be eligible for a micro-grant.

B. I would like a Technical Consultant to visit my program and rate it. I understand that by selecting this option, my program can earn up to five stars.

Additionally, I would like someone to provide one-on-one technical assistance to help me get ready for this rating and/or to help me improve my program.

C. My program is accredited by the National Association for Family Child Care (NAFCC) or the City of Madison/Satellite and I would like a rating of **four or five stars** based on this accreditation and my educational qualifications.

Additionally, I would like someone to provide one-on-one technical assistance to help me improve my program.

Valid Accreditation Type	Valid Dates
<input type="text"/>	<input type="text"/>

**Accredited Programs:** Programs that are accredited through the National Association for Family Child Care Accreditation (NAFCC) or Satellite must check Box C (shown by the purple arrow below) and enter information about their accreditation into the box (highlighted below). These programs must also choose if they want to receive Technical Assistance or not. If they want Technical Assistance, they should check the box under Option C (circled below).

**Head Start Programs:** Programs that have any portion of their day as Head Start, should check Box D (shown by the blue arrow below).

I request the following support from the local YoungStar office (choose one of the three options below):

- A. I do not wish to have any technical assistance and do not want a Technical Consultant to come visit my program. I understand that by selecting this option, my program CANNOT earn more than two stars and WILL NOT be eligible for a micro-grant.
- B. I would like a Technical Consultant to visit my program and rate it. I understand that by selecting this option, my program can earn up to five stars.
  - Additionally, I would like someone to provide one-on-one technical assistance to help me get ready for this rating and/or to help me improve my program.
- C. My program is accredited by the National Association for Family Child Care (NAFCC) or the City of Madison/Satellite and I would like a rating of **four or five stars** based on this accreditation and my educational qualifications.
  - Additionally, I would like someone to provide one-on-one technical assistance to help me improve my program.

Valid Accreditation Type	Valid Dates

**Head Start and 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K) (check the box below if applicable)**

- My program receives funding from Head Start and/or from a public school to provide 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K) for some portion of my programming.

If you checked this box, please answer the following questions:

- List the number of hours per day that are dedicated to Head Start:
- List the number of hours per day that are dedicated to 3-K or 4-K:
- List the average number of hours per day that are dedicated to child care:

**If your program accepts Head Start or public school funding, but you cannot easily break out the hours above, please contact your local YoungStar office for assistance in completing this application.**

**NOTE:** Stand-alone Head Start programs should choose the "Head Start and 3-year-old kindergarten (3K) or 4-year-old kindergarten (4K)" option. **Stand-alone Head Start programs with no deficiencies in their triennial review will receive a rating of five stars.** For programs that provide child care in combination with Head Start services or public school-funded three-year-old/four-year-old kindergarten, eligibility for technical assistance and YoungStar rating will be determined on a case-by-case basis. YoungStar does not provide services to stand-alone Head Start programs or public school-funded three-year-old/four-year-old kindergarten classrooms.

**7. Sign and date the form**

All programs must sign and date the **YoungStar Contract** in order for the form to be complete (highlighted below). **The form will not be complete if it is not signed.**

<b>All Programs</b>				
<b>As a YoungStar program participant, I certify that my program:</b>				
<ul style="list-style-type: none"><li>• Is currently licensed by the State of Wisconsin, or certified within Wisconsin.</li><li>• Has received information and understands YoungStar program responsibilities, and agree to meet all YoungStar requirements.</li></ul>				
SIGNATURE – Authorized Representative for Child Care Program			Date Signed	
Date Received	Initials	Complete?	Date Processed	Initials

**C. Return the YoungStar Contract to Your Local YoungStar Office**

Programs must return the YoungStar Contract to their Local YoungStar Office.

To find your Local YoungStar Office, see the map at the following web site:

<http://dcf.wisconsin.gov/youngstar/map/default.htm>. If you do not have access to the internet, please call the main YoungStar number:

**1-888-713-KIDS**

After sending in both forms to your Local YoungStar Office, you will receive a contact from them within four weeks of the date they receive your materials. However, if you have any questions in the meantime, do not hesitate to call them.