



## YoungStar Contract

### Family, Group, School-Age, and Day Camp Programs

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

**In this document, the word “program” refers to family child care providers, group/center child care programs, school-age programs, and licensed day camp programs.**

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 two (2) year period, which may be renewed. YoungStar services, including rating, technical assistance, professional development support, and micro-grant awards, are available annually, by request.

**Complete and return ALL SIX PAGES to your local YoungStar office, at: <http://www.dcf.wi.gov/youngstar/localoffice.htm>**

**Please select the applicable regulation type of your program:**

My program is **currently** regulated:

- My program is a **licensed family** program, currently regulated under DCF 250.
- My program is a **licensed group or school-age** program, currently regulated under DCF 251.
- My program is a **licensed day camp** program, currently regulated under DCF 252.
- My program is a **certified** program, currently regulated under DCF 202.
- My program is a **public school** program, under the supervision of a Public School Board.

My program is **in the process** of being regulated (if your program is in the process of becoming regulated, please see the note on the last page of this form):

- My program is in the **process of being licensed** as a **family** program under DCF 250.
- My program is in the **process of being licensed** as a **group or school-age** program under DCF 251.
- My program is in the **process of being licensed** as a **day camp** program under DCF 252.
- My program is in the **process of being certified** under DCF 202.

Program Name

Today's Date [MM/DD/YYYY]

Facility/License Number (if known)

Provider Number (if known)

Location Number (if known)

Name – Licensee / Owner / Director of Record / Site Supervisor

Name – Contact Person (if different from above)

Address – Program (Street, City, State, Zip Code)

County / Tribe – Program

Telephone Number

Cell Phone Number

Fax Number

Email

Number of Children Currently Enrolled

Number of Classrooms / Groups

Age Range of Children Served

**All programs that participate in YoungStar must be regulated. Of these regulated programs, those that have had their licenses or certifications revoked, denied, or suspended are rated 1 Star. In order to earn 2 Stars or more, a program must be in regulatory compliance. Programs that demonstrate quality practices will earn more points toward a higher star rating. A program will have access to the following services and resources upon receipt of this completed form:**

- Explanation of YoungStar quality rating
- YoungStar quality rating to be posted on the Department of Children and Families Regulated Child Care and YoungStar Public Search website: <http://childcarefinder.wisconsin.gov/>
- A clearly defined process for addressing significant questions about the program's YoungStar rating
- Access to research-informed materials and evidence-based practices
- Telephone and email support availability to answer questions and respond to concerns
- Micro-grant resources, as available, to programs receiving and actively participating in technical assistance with verified, current Quality Improvement Plans to purchase materials, resources, and professional development opportunities that support quality improvement goals
- Ongoing access to training, technical assistance, and support opportunities from local training and technical assistance providers

#### **A note on accountability and reporting:**

Individual programs will work with local YoungStar offices. Local YoungStar office staff members are mandatory reporters for concerns of child abuse and neglect, just as staff members in individual programs are mandatory reporters. In the event that an on-site YoungStar consultant/rater observes a practice that endangers children, the consultant/rater will draw the attention of program staff to the issue and will also be required to report the issue to the appropriate authorities.

#### **Program commits to the following:**

- Sign this form, which constitutes a contract between the program and the Department of Children and Families certifying that the program is aware of regulatory child care attendance requirements, Wisconsin State Statutes, Administrative Rules, and Operations Memos governing child care and the Wisconsin Shares program. The program will follow all Wisconsin Shares requirements, refrain from making any misrepresentations of the program's YoungStar rating, and ensure that attendance is accurately completed on sign-in/sign-out forms and retained within the program.
- Be willing to provide care for children participating in the Wisconsin Shares Child Care Subsidy Program. The Wisconsin Shares Child Care Subsidy Program provides monthly funds to parents utilizing the MyWICChildCare EBT (Electronic Benefits Transfer) card. I understand that in order to receive EBT payments my business will have to sign an agreement with DCF's payments vendor, FIS, which includes my tax ID number and bank account information. I understand that it is a program rule violation:
  - To refund EBT payments, in whole or in part, to MyWICChildCare cardholders. Should a refund or adjustment be necessary, my program must contact FIS customer service at 1-877-201-7601.
  - To provide cash, goods, and/or services (other than child care) to MyWICChildCare card holders in return for authorizing EBT payments to my program.
  - To request that parents provide the Personal Identification Number (PIN) for their EBT account or leave their EBT card with my program or with any program staff member.
  - For my program to initiate EBT transactions on behalf of a parent.
- Review and comply with policies laid out in Wisconsin Statutes 49.155 (regarding Wisconsin Shares child care subsidy), (<http://docs.legis.wisconsin.gov/statutes/statutes/49/III/155>) and DCF 201 Administration of Child Care Funds ([http://docs.legis.wisconsin.gov/code/admin\\_code/dcf/201\\_252/201](http://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/201)).
- Provide accurate information and authentic documentation of items requested for rating.
- Provide accurate and timely information on The Registry Program Profile, at <https://www.the-registry.org/ProgramProfile.aspx>. Up-to-date YoungStar lead staff information is used for accurate YoungStar rating determinations and must therefore be identified in The Registry Program Profile. This includes accurate information on the program's:
  - Supervisory/Administrative Staff: Licensee / Owner / Director of Record / Site Supervisor
  - Lead Teaching Staff: Primary Family Provider / Lead Teacher(s) / Group Leader(s) / Day Camp Counselor(s)
  - Classroom(s)/Group(s)

**Programs that want to earn star ratings higher than 2 Stars, and are not eligible for a 4 or 5 Star rating through an accepted accreditation or Head Start status, must participate in The Registry and create and maintain a Program Profile.**

If there are changes in Supervisory/Administrative Staff or Lead Teaching Staff, the program must update The Registry Program Profile immediately. Any changes made to educational or classroom/group information in the Program Profile will automatically affect the program's YoungStar rating, and the program's Wisconsin Shares payment level will change accordingly.

Use the following table to decide whether to list a classroom on The Registry Program Profile for YoungStar:

Question	Instruction
1. Is the classroom open (used by children) at least 25% of the time the program accepts children (up to 40 hours per week)? <sup>1</sup>	<b>No:</b> Do not list the classroom.
	<b>Yes:</b> See Question 2.
2. Does the classroom house Head Start or publicly funded 3K or 4K programming?	<b>No:</b> List the classroom.
	<b>Yes:</b> See Question 3.
3. Does the classroom provide <b>any</b> child care in addition to the Head Start or publicly funded 3K or 4K programming? Or does the classroom blend child care funding with Head Start or publicly funded 3K or 4K funding?	<b>No:</b> Do not list the classroom.
	<b>Yes:</b> List the classroom.

**Note:** For classrooms that are listed on the Program Profile, only classrooms that have at least **two consecutive hours** of child care programming will be eligible for a **Formal Rating observation**, because of the time required to conduct an Environment Rating Scale (ERS) observation. All classrooms must be listed on the Program Profile if they meet the criteria outlined in the table above, even those that are not eligible for a Formal Rating observation.

**IF YOU NEED HELP CREATING OR MAINTAINING YOUR PROGRAM PROFILE,  
PLEASE SEE THE INFORMATION ON THE LAST PAGE OF THIS CONTRACT.**

**Programs receiving YoungStar Technical Consultation commit to:**

- Follow the *YoungStar Participation Policy* ([http://www.dcf.wisconsin.gov/youngstar/pdf/policies/participation\\_policy.pdf](http://www.dcf.wisconsin.gov/youngstar/pdf/policies/participation_policy.pdf)) and the *YoungStar Policy Guide* (<http://dcf.wisconsin.gov/youngstar/pdf/policies/policy-guide.pdf>).
- Build a Quality Improvement Plan with goals based on the results of a completed program self-assessment.
- Provide time for technical assistance, rating observation, and/or coaching sessions including consultation with supervisory/administrative and teaching staff, if requested. Programs must actively engage in technical consultation to be eligible for micro-grants.
- Participate intentionally and actively in meaningful efforts to improve program quality.
- Remain in regulatory compliance in order to receive micro-grant resources. If the program moves to a 1 Star rating while their micro-grant is being processed, the micro-grant will be put on hold (excluding reimbursements, which will be processed as long as the purchase was made while the program was in regulatory compliance). If the program subsequently moves to a higher star level, the micro-grant will be resumed.
- Keep communication flowing about needs, interests, barriers, and scheduling issues during the entire technical assistance process, beginning when technical assistance is first requested.

<sup>1</sup> This means that if a program accepts children more than 40 hours per week, any classrooms that are open for at least 10 hours per week must be listed on the Program Profile. If a program accepts children for fewer than 40 hours per week, the classrooms that are open 25% of that time must be listed on the Program Profile.

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

**Programs that are NOT accredited:**

- A. I do not wish to have any technical assistance and do not want a Technical Consultant to provide consultation and/or rate my program. **I understand that by selecting this option, my program CANNOT earn more than 2 Stars and WILL NOT be eligible for a micro-grant.**
- B. I would like YoungStar staff to visit my program and rate it. I understand that by selecting this option, a **group, family, or school-age** program can earn a rating up to 5 Stars, and a **day camp** program can earn a rating up to 3 Stars. I agree to allow unrestricted access to all areas of the premises in which care is provided.
  - 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.

**Programs that ARE accredited:**

- C. My program is accredited by one of the accrediting agencies that is accepted as equivalent to a YoungStar rating, and I would like an automated rating of **4 or 5 Stars** based on this accreditation and my program's educational qualifications (as applicable).

I understand it is my responsibility to send proof of accreditation, and any accreditation renewals, to the Department of Children and Families on a timely basis to ensure my program rating is correct. These may be faxed to 608-224-6178 or emailed to [youngstar@wisconsin.gov](mailto:youngstar@wisconsin.gov).

A copy of the YoungStar accreditation policy and a list of accrediting agencies that are accepted as equivalent to a YoungStar rating can be found at: [http://dcf.wisconsin.gov/youngstar/pdf/accreditation\\_policy.pdf](http://dcf.wisconsin.gov/youngstar/pdf/accreditation_policy.pdf)

- Additionally, I would like someone to provide one-on-one technical assistance to help me improve my group, family, or school-age program.

Name of Accreditation	Expiration Date

**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 3K or 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 3K or 4K: \_\_\_\_\_

List the average number of hours per day that are dedicated to (or funded in part by) child care: \_\_\_\_\_

- I cannot easily break out the hours above. My local YoungStar office should contact me to provide assistance in completing this application.**

YoungStar does not provide services to stand-alone Head Start programs or public school-funded 3K/4K classrooms. However, for programs that provide **child care in combination** with Head Start services or public school-funded 3K/4K, eligibility for technical assistance and YoungStar ratings will be determined on a case-by-case basis.

**Stand-alone Head Start programs with no deficiencies in their ACF Aligned Monitoring System review will receive a rating of 5 Stars and should send their YoungStar Contract to DCF YoungStar Program at 201 East Washington Avenue, Madison, WI 53708.** All other programs should return the Contract to their local YoungStar office.

**As a YoungStar program participant, I certify that my program:**

- Is currently licensed by the State of Wisconsin or certified within Wisconsin; has a current contract with a public school board in the State of Wisconsin to provide care to children in the district of said public school board; or is in the process of becoming licensed by the State of Wisconsin or certified within Wisconsin. Note that private/parochial and tribal schools must be licensed by the State of Wisconsin, certified within Wisconsin, or in the process of becoming licensed by the State of Wisconsin or certified within Wisconsin.
- Understands information is available online, or by request, about YoungStar participant responsibilities, understands these responsibilities, and agrees to meet all YoungStar requirements outlined in the *YoungStar Policy Guide* and other YoungStar policy documents (<http://www.dcf.wisconsin.gov/youngstar/policy.htm>) and the *YoungStar Evaluation Criteria* (<http://www.dcf.wisconsin.gov/youngstar/point-detail.htm>).

- Will comply with all requirements of the Wisconsin Shares Child Care Subsidy Program and will not deny services to children participating in the Wisconsin Shares Child Care Subsidy Program.
- Agrees to comply with all requirements spelled out in the Monthly Child Care Authorization Information notices and regulation manuals/rules, including: accurate completion of attendance on sign-in/sign-out forms, and retention of these forms within the program; notifying the local child care agency that a child receiving Wisconsin Shares funding is no longer attending my program immediately upon becoming aware of a change in attendance; and caring for no more children than regulation rules allow, regardless of whether these children are enrolled through private pay and/or subsidy.
- Agrees to accurately represent its YoungStar rating.
- Agrees to comply with any and all fingerprint-based caregiver background check requirements as listed in s. 48.685(2)(br), Wis. Stats.
- Agrees to comply with all laws, rules, and regulations. I understand and agree that, as the Authorized Representative for my program, I am responsible for ensuring that any person who is employed at my program or who has any role in the operation of my program will comply with all laws and regulations pertaining to child care, school-age, or day camp programs, including, but not limited to, Ch. 48 Children’s Code of the Wisconsin Statutes; Chs. DCF 250 Family Child Care Centers, DCF 251 Group Child Care Centers, DCF 252 Day Camps, DCF 202 Child Care Certification, and DCF 201 Administration of Child Care funds of the Wisconsin Administrative Codes; and s.7 CFR 226 Child and Adult Care Food Program of the Federal Regulations of the U.S. Department of Agriculture. I further understand and agree that, as the Authorized Representative for my program, I may be held legally responsible under any applicable laws and regulations for any actions or omissions of any person who is employed at my program or who has any role in the operation of my program. I understand and agree that failure to comply may result in an enforcement action against my license/certificate including, but not limited to, revocation, denial, or the assessment of forfeiture.

DO NOT SIGN THIS CONTRACT UNTIL YOU HAVE READ IT OVER CAREFULLY, ARE CERTAIN YOU UNDERSTAND ALL OF ITS PROVISIONS, AND HAVE RECEIVED A COPY OF, OR ELECTRONIC ACCESS TO, ALL DOCUMENTS REFERENCED IN THIS CONTRACT.

THIS CONTRACT IS LEGALLY BINDING. VIOLATION OF THIS CONTRACT MAY RESULT IN THE DEPARTMENT OF CHILDREN AND FAMILIES TERMINATING THE PROGRAM’S WISCONSIN SHARES AUTHORIZATIONS.

FAILURE TO COMPLY WITH THE PROVISIONS OF THIS CONTRACT MAY RESULT IN AN OVERPAYMENT OF WISCONSIN SHARES PAYMENTS BEING ESTABLISHED AGAINST YOUR PROGRAM AND/OR YOU PERSONALLY.

I, \_\_\_\_\_ agree to follow all Wisconsin Shares Child Care Subsidy Program requirements, as indicated in Wisconsin State Statutes 49.155 and Administrative Rules DCF 201. I have read and agree to follow policies as indicated in the *YoungStar Policy Guide* (<http://www.dcf.wisconsin.gov/youngstar/pdf/policies/policy-guide.pdf>) and the *Wisconsin Shares Policy Manual* (<http://dcf.wi.gov/childcare/ccpolicymanual>). As a representative of my program, I will ensure that attendance is accurately completed on sign-in/sign-out forms and retained within the program.

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**SIGNATURE** – Authorized Representative for Program

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Date Signed

## **PROGRAMS IN THE PROCESS OF BEING LICENSED OR CERTIFIED**

If your program is in the process of being licensed or certified, you should complete this Contract and return it to your local YoungStar office as soon as you know you want to care for children in the Wisconsin Shares Child Care Subsidy Program. You **CANNOT** receive Wisconsin Shares authorizations for any care provided before this YoungStar Contract is returned to your local YoungStar office. You may return this contract to your local YoungStar office before you receive your license or certification. If you return this contract to your local YoungStar office before you receive your license or certification, you are responsible for contacting the local YoungStar office **as soon as** you receive your license or certification so that you may begin YoungStar services.

### **Additional Information about The Registry Program Profile**

Every program that would like to earn more than 2 Stars in YoungStar, and is not eligible for a 4 or 5 star rating through an accepted accreditation or Head Start status, must complete a Program Profile through The Registry. Instructions for doing this are available online at <https://www.the-registry.org/ProgramProfile.aspx>.

Programs must designate one YoungStar Primary Family Provider / Lead Teacher / Group Leader / Day Camp Counselor for each classroom/group in the program. Programs must designate one Licensee / Owner / Director of Record / Site Supervisor for each program. Programs may add additional teachers into classrooms. **Do not add Teachers/Group Leaders who only teach during Head Start or publicly funded 3K or 4K programming to your Program Profile. Contact your local YoungStar office for additional clarification.**

Programs that need help completing or updating their Program Profiles may call the Child Care Information Center at 1-800-362-7353.

### **YoungStar Participation Policy**

Cancellation of, or habitual absenteeism from, scheduled YoungStar appointments prevents quality improvements, consultation, evaluation, and ratings from being completed in a timely manner. Every participant in YoungStar who would like any form of on-site technical assistance (consultation, Technical Rating, or Formal Rating) is required to sign a Technical Consultation Participation Agreement before beginning the process. The Agreement explains the rules around good faith participation in YoungStar technical assistance. The full YoungStar Participation Policy, including information on appointment cancellation, is available at: [http://www.dcf.wisconsin.gov/youngstar/pdf/policies/participation\\_policy.pdf](http://www.dcf.wisconsin.gov/youngstar/pdf/policies/participation_policy.pdf)

### **Additional Resources**

Programs will be evaluated in YoungStar using the YoungStar Quality Indicators, which are described in the *YoungStar Points Detail* and *YoungStar Evaluation Criteria* documents for group, family, school-age, and day camp programs. These documents are available at: <http://dcf.wisconsin.gov/youngstar/point-detail.htm>

The Department of Children and Families creates and maintains the:

- *YoungStar Policy Guide* (and other policy documents) at: <http://dcf.wisconsin.gov/youngstar/policy.htm>
- *YoungStar Frequently Asked Questions* at: <http://dcf.wisconsin.gov/youngstar/provider-faqs.htm>

### **Fingerprint Requirements**

Programs must comply with any and all fingerprint-based caregiver background check requirements as listed in s.48.685(2)(br), Wis. Stats. All licensees, adults that reside at the child care address, volunteers counted in staff-to-child ratios, and all employees (18 years and older) required to have a caregiver background check will be required to complete the fingerprint-based checks. During monitoring checks, any program that is not in compliance with required fingerprint-based caregiver background checks will receive written notification to comply with the fingerprint-based background check requirements. If the program remains non-compliant after given an opportunity to comply, DCF will end all current Wisconsin Shares Child Care authorizations and the program will be moved to a non-participation status in YoungStar.

### **For Local YoungStar Office Use Only**

Date Received	Initials	Complete?	Date Processed	Initials
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