



YoungStar Request for Off-Year Services

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), Wisconsin Statutes].

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.

Although your program is not required to be rated and/or receive support services this year, this application allows you to continue to receive support along your path of quality improvement and maintenance. Programs can receive just technical consultation and a micro-grant, just a rating, or all three services. Programs have access to professional development services at any time, and do not need to request this service on the application.

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

Program Name

Today's Date [MM/DD/YYYY]

Facility/License Number (if applicable)

Provider Number

Location Number

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 the option of receiving the following services and resources upon receipt of this completed form:

- Completing a YoungStar quality rating, followed by an explanation of that 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.

Programs Requesting to Receive YoungStar Technical Consultation commit to:

- Follow the *YoungStar Participation Policy* (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.

Request for Off-Year Services

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

- A. I would like someone to provide optional one-on-one technical consultation to support me in improving my program, and receive a micro-grant upon successful completion of this consultation.
- B. I would like YoungStar staff to visit my program and complete an optional rating this year. 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 optional one-on-one technical consultation to support me in improving my program, and receive a micro-grant upon successful completion of this consultation.
- C. I do not wish to receive any optional services (rating, consultation, and micro-grant) this year. I understand that I can change my mind and ask for optional services by contacting my local YoungStar office.

If you answered A or B, please complete the following section:

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.

I, _____ authorize the above selection(s) for my program during this current year. I understand that my program is not required to complete a rating and/or receive YoungStar support services, but my program requested to receive these services, as noted above. I will follow *YoungStar Participation Policy* (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>), as it applies.

SIGNATURE – Authorized Representative for Child Care Program

Date Signed

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

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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