

## Changes in Licensing/Certification – Impact on Other Child Care Programs

Item	Type of Change	Licensing/Certification *If the Facility number changes, the Location number will also change and vice versa.		YoungStar *With any of the below changes, a provider needs to fill out a <i>Program Relocation, Type of Care or Ownership Change</i> form and send it to their local YoungStar office.			Wisconsin Shares	
		New Lic Cert Application	Provider and/or Facility/Location	Case Management Action	YoungStar Staff Action	Provider Action	EBT CSAW	FIS New Enrollment
1	Address Change	Yes	No	CMS reflects new address. No change to rating.	If the program was 4 or 5 Star at the old address, the provider must be moved to a 3 Star (if formally rated at old address) or 2 Star (if accredited at old address).	No action is needed.	If category ends in the current month, authorizations (Auths) end last day of the current month. If the end date is in a future month, auths end as of the category end date. New private pay prices and auths must be entered for licensed providers.	No
2	Licensee/Operator opens a second location.	Yes	New Location or Facility Number			Provider submits a new YS Contract. Programs starts over in YS.	If licensed/PSCH, private pay prices must be submitted to the county/tribal subsidy agency.	Yes
3	Licensed Group to Licensed Family or vice versa	Yes	No	Star rating from previous regulation type remains for new regulation type	Provider needs to have a new rating under new track. Previous track rating removed by DCF through compliance check; new set of TC, micro-grant and rating performed.	Provider needs to update their Registry Program Profile to reflect new program make-up.	If category ends in the current month, authorizations (Auths) end last day of the current month. If the end date is in a future month, the auths will end as of the category end date. New private pay prices and auths must be entered for licensed providers.	No

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		New Lic Cert Application	Provider and/or Facility/Location	Case Management Action	YoungStar Staff Action	Provider Action	EBT CSAW	FIS New Enrollment
4	Licensed Family or Group to Licensed Day Camp or vice versa	Yes	Provider Number remains the same: new location number issued	Rating from previous reg type does not follow to new reg type	Provider needs to have a new rating under new track. Send provider new YS Contract. Program starts over in YS.	Provider needs to update their Registry Program Profile to reflect new program make-up.	If category ends in the current month, authorizations (Auths) end last day of the current month. If the end date is in a future month, the auths will end as of the category end date. New private pay prices and auths must be entered for licensed providers.	Yes
5	Licensed Family to Certified Family or vice versa	Yes	No	Previous regulation type star rating remains for new regulation type	No action needed because the provider did not change tracks so the rating can remain as it was in the old case.	If staff change, Program Profile needs to be updated. If no staff change, no action needed.		No
6	Provisionally Certified Family to Regular Certified	No	No				System automatically recalculates auths on last day of the month after the change.	No
7	Any type of care to in-home or vice versa	Yes	Yes	In-home providers are not rated by YoungStar; the in-home PLN will not be available in CMS	If moving to in-home: Provider turn in a Wisconsin Shares contract to DCF.  If moving from in-home: Provider turn in a YoungStar contract to their local YS agency	Moving to in-home: No action needed  Moving from in-home: Provider should create a Registry Program Profile	If category ends in the current month, authorizations (Auths) end last day of the current month. If the end date is in a future month, the auths will end as of the category end date. Auths must be re-entered under the new location.	Yes

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		New Lic Cert Application	Provider and/or Facility/Location	Case Management Action	YoungStar Staff Action	Provider Action		
8	Individual to Partnership/ Corporation or vice versa	Yes	No	If the Provider, Facility and/or Location number changes		If the Provider, Facility and/or Registry Program Profile Location number changes Two options:	If category ends in the current month, authorizations (Auths) end last day of the current month. If the end date is in a future month, the auths will end as of the category end date. New private pay prices and auths must be re-entered.	If provider/location changes: Yes
9	Partnership to Corporate	Yes	No	Star rating from old case does not pull over to new case		1. Program should contact The Registry to request the Program Profile be transferred from the old Provider, Facility and/or Location number to the new Provider, Facility and/or Location number OR		If provider/location doesn't change: No
10	New Owner	Yes	Cert & Lic: All numbers will change. Don't start new application until new owner sends tax ID.	If the Provider, Facility and/or Location number do not change Star rating from program's former business type remains for program with new business type	If the Provider, Facility and/or Location number changes Manually transfer rating and anniversary date from old PLN to new PLN if program remains essentially the same.	2. Program can create a new Program Profile for the new case. The old Program Profile will be closed automatically.	If the Provider, Facility and/or Location number changes New private pay prices and auths must be re-entered under the new provider-location.	Yes
11	For-Profit to Non-Profit or vice versa	Yes, if the ownership is changing hands	If new tax ID, Provider # changes. If same tax ID, technical change is made.		If the Provider, Facility and/or Location number do not change No action is needed.	If the Provider, Facility and/or Location number do not change No action is needed.		Yes (New W-9)

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		New Lic Cert Application	Provider and/or Facility/Location	Case Management Action	YoungStar Staff Action	Provider Action	EBT CSAW	FIS New Enrollment
12	Individual (Sole Proprietor) to LLC Individual	Yes	No	CMS reflects new address. No change to rating.	No action is needed.	No action needed.	No effect on subsidy.	No
13	New Board President	No	No					
14	Licensee Name Change Due to Divorce/Marriage	No	No					
15	Facility Name Change	No	No					
16	New Tax ID – No change in corporation status	No	No	No action needed.	No action needed.	No action needed.	No effect on subsidy.	Yes (new w-9)
17	Consolidation	If Location A is added to Location B: No  If two or more sites are consolidating at a new location: Yes	If Location A is added to Location B: No  If two or more sites are consolidating at a new location: Yes	If Location A is added to Location B: Start rating of Location B will continue  If two or more sites are consolidating at a new location: Ratings at old locations will not follow to new location.	If Location A is added to Location B: No action is needed.  If two or more sites are consolidating at a new location: Send provider new YS Contract. Programs starts over in YS.	Provider needs to update their Registry Program Profile to reflect new program make-up	If category for Location A ends in the current month, authorizations (Auths) end last day of the current month. If the end date is in a future month, the auths will end as of the category end date. The auths must be transferred to the new location.	Scenario 1: No Scenario 2: Yes
18	Public school operated program applies for licensure	Yes	Same provider number, new location/facility	New enrollment	N/A	New enrollment	Private pay prices must be entered for licensed providers.	Yes

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