



Ownership or Governance Change Policy

May 7, 2015

When a child care program changes ownership or governance, they are obligated to inform the regulatory agency (certification or licensing). If the program changes ownership or governance, they may require a new YoungStar rating or be able to keep the current YoungStar rating.

Changes to ownership or governance means a program is changing from one of these to another:

- Individual (sole proprietor)
- Partnership
- LLC Individual
- Corporation
- Non-profit

Programs should complete these steps:

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 the program to acknowledge the receipt of the *Program Relocation, Type of Care or Ownership Change Form*.
4. The Local YoungStar office will determine whether the program requires a new rating or if the current rating can be transferred.
5. **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.**
6. 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:

<http://www.the-registry.org/>

Programs will have 60 days after closure before their Registry account is closed. After that they will need to contact the Registry directly.

You can find your local YoungStar office by visiting this webpage:

<http://dcf.wisconsin.gov/youngstar/program/localoffice>