



Questions About Relocation

1. **Can a YoungStar rating at one address be transferred to a new address after relocating?**

Answer: A YoungStar rating up to 3 Stars is transferable to new location. If the program had a Formal Rating at the previous location and earned 3 or more Stars, they will be rated a 3 Star at the new location. When the program has been at the new location for six (6) months, they may request a new Formal Rating.

2. **When a program closes, is a withdrawal of application needed?**

Answer: When a program closes, the automated system ends YoungStar participation and a withdrawal of application is not needed.

3. **What is the time frame for technical consultation when a program is moving?**

Answer: If a program is planning on moving from their current location within the 20 week timeframe when they would normally receive any requested technical consultation, any onsite will be delayed until the program is at the new location. A program may request a Formal Rating after six (6) months of being in the new location.

A program can receive technical consultation at the original location on areas that are not location-specific, such as professional development and business practices. This ensures that technical consultation time is not being used to work on an environment issue that will be changing soon.

If a program plans to move after the 20 week window when they would normally receive any requested technical consultation, the program will complete a rating at the original location. Once the program has moved to the new location, they will contact the local YoungStar office and can have the rating transferred (up to 3 Stars) from the previous location if the program will remain essentially the same (e.g., same staff, philosophy, business practices, etc.). If a program moves locations and does not remain essentially the same, the program must apply to participate in YoungStar as a new program. In either case, the technical consultation that is delivered should again be around professional development, business practices or other areas that are not

location-specific. This ensures that technical consultation time is not being used to work on an environment issue that will be changing soon.

If a move is planned, but the date has not been set, or is not expected for a year or more, the technical consultation and rating should occur at the current location. Technical consultation may include any areas the provider and technical consultant choose.

4. **Can accreditation at one address be transferred to a new address?**

Answer: If the accrediting body allows the accreditation to move with the provider, YoungStar will honor the accreditation and the corresponding star rating (4 or 5 Stars) will remain active. If accreditation does not transfer with the program/provider, the program can request technical consultation and a new rating will be required. Because the provider will have been at the new location for less than **six (6) months**, the program would only be eligible for an Automated or Technical Rating, not a Formal Rating.

The program is responsible for submitting verification from any accrediting body that includes the program name, new location address, and accreditation begin and end dates.

5. **If the date for a move has not been determined (e.g., a program/provider hasn't signed a lease yet; the building is still being constructed; or the renovations to the existing building that program/provider is moving to does not have a "definite" move date), will technical consultation continue as if a program is not moving?**

Answer: Yes. Technical consultation should be provided to address any areas the provider and technical consultant choose.

6. **If a part of the program is moving one month but another part of the program is not moving until three months later, what are the requirements?**

Answer: A YoungStar rating is not transferable to a new location or across sites if a portion of the program remains open at the previous location. If part of the program is moving, then the program will need to have to have two licenses. This means each location would need separate YoungStar contracts and Registry Program Profiles that meet YoungStar staff requirements.

If there are other unique situations that do not fall into any of these categories, the Department of Children and Families will make a determination about rating and technical consultation delivery for these programs.

Regulatory Guidelines for Programs That Move

LICENSING RULES FOR GROUP CHILD CARE CENTERS Chapter DCF 251

For the purposes of regulation, a licensee may not move the center to a new location or change ownership of the center without notifying the Department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership. Amending a License DCF 251.11(5)

LICENSING RULES FOR FAMILY CHILD CARE CENTERS Chapter DCF 250

For the purposes of regulation, a licensee may not move the center to a new location or change ownership of the center without notifying the Department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership. See: <https://dcf.wisconsin.gov/files/publications/pdf/203.pdf>
Amending a License DCF 250.11(6)

CHILD CARE CERTIFICATION RULE Chapter DCF 202

Required Items for Relocation to a NEW ADDRESS

1. Application for Family and In-Home Child Care Certification. Make sure that the form is completed and signed.
2. Standards and Checklist (DWSW-49). Check your certifying agency for further details. Some agencies collect this checklist at the home visit.
3. Well water test (if no public water available).
4. Re-location fee (if applicable. Contact your certifying agency for further details).

DCF 202.08 (1m) (a) 10. d. The certification is non-transferrable, is granted only to the designated operator, and is limited to the stated location.

DCF 202.08 (1m) (d) Approval for changes. An operator shall submit a request to the certification agency if the operator wishes to change any of the following:

DCF 202.08 (1m) (d) 4. The operator's physical See:

<https://dcf.wisconsin.gov/childcare/ccadminrule>