

Frequently Asked Questions- Changes of Ownership:

1.) Who should the provider contact to notify the Department of a Change of Ownership?

Answer: The new owner must submit an application to the Applicant Services Unit of the Child Care Services division. It is also a good idea to contact the consultant who monitors the facility as they are familiar with the facility and may be able to answer questions that you may have about the site.

2.) When should our agency be notified of possible Change of Ownerships?

Answer: The potential owner should contact the Department as soon as they begin the legal process of the ownership change.

3.) Where can I find the Change of Ownership application on the website?

Answer: Change of Ownership section of the website under the Child Care tab (left-side navigation bar)

4.) What items need to be submitted along with the Change of Ownership application?

Answer: Verification of ownership change (lease/purchase agreement, bill of sale), Corporations papers (if applicable), fingerprint results for director, change of ownership notification form, updated fire/building inspections (if there have been structural changes), revised floor plans if changes are being made. Other documents may be needed in certain scenarios, so please refer to the "Steps for Changes of Ownership" document.

5.) Does the director have to complete the Livescan process again, if it is the same director?

Answer: The director will have to complete new fingerprints via the Livescan process if their previous results are more than a year old.

6.) If the ownership of a child care program changes, what documents are necessary?

The potential owner should contact the Department as soon as they begin the legal process of the ownership change. A change of ownership application along with other required paperwork must be submitted to the Department as soon as the ownership changes.