

Louisiana Department of Education
Considering a change of ownership (CHOW) or change of location (CHOL)

To start the change of ownership (CHOW) or change of location (CHOL) process, please complete the following steps:

- Login to your existing [CAFE](#) account or create a new account
- Be prepared to pay fees, and
- Submit criminal background information

For more information, refer to Louisiana Believes website for child care licensing information [How to Apply for an Initial License](#). Below are frequently asked questions surrounding a CHOW or CHOL in relation to star ratings, site codes, and School Readiness Tax Credits (SRTC).

1. Will the center receive a new license number once the CHOW/CHOL has been finalized?

Yes. In the case of a change of owner or change of location, the center will receive a new license number.

2. Will the center receive a new site code once the CHOW/CHOL has been finalized?

No. In most cases, the site code is transferred from the previous license number to the new license number. This prevents any interruption in School Readiness Tax Credits.

In the case of a CHOW, the new owner may request a new site code. However, requesting a new site code will result in that center losing its former Star Rating, and therefore, parents, directors, and staff members will not be eligible for School Readiness Tax Credits that year. For this reason, most centers retain the original site code.

3. Will the center receive a new star rating once the CHOW/CHOL has been finalized?

No. The center will retain the previous center's star rating for the remainder of the year. *ADD language for CLASS® observations moving to new center

Example: Center A earned 2 Stars for 2020, based on the 2018-2019 Performance Profile results, and holds that Star Rating from January to December 2020. If Center A undergoes a CHOW or CHOL on July 7, 2020, then the Star Rating affiliated with the license number or site code for Center A prior to the CHOW or CHOL would be effective January 1, 2020 - July 7, 2020.

The new license number following the CHOW or CHOL for Center A would receive the same Star Rating effective for the remainder of the year and beginning on the first day of the following month, or August 1, 2020 - December 31, 2020 in this case.

4. Will staff working at a center that undergoes a CHOW/CHOL be able to receive School Readiness Tax Credits?

Yes. All staff meeting eligibility requirements will continue to receive their letter from Louisiana Pathways, making them eligible for School Readiness Tax Credits. For additional questions please reach out to [Louisiana Pathways](#). For more information, also refer to the School Readiness Tax Credit [FAQs for Business](#).

5. If the center was participating in the site improvement process prior to the CHOL/CHOW, will the center continue to participate in the site improvement process?

Yes. The center will continue to participate in the site improvement process if the previous center received less than a 3.75 overall CLASS® performance score, equivalent to a 1 star rating.

Have additional questions? Contact earlychildhood@la.gov