



## **BRIGHT FROM THE START**

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

Nathan Deal  
GOVERNOR

Bobby D. Cagle, MSW  
COMMISSIONER

### **MEMORANDUM**

**TO:** Parties Involved in a Change of Ownership

**FROM:** Child Care Services & Prekindergarten Divisions

**SUBJECT:** Change of Ownership application & Pre-K Program Change Request Addendum

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When a licensed facility is sold **both the seller and the buyer must send a letter indicating a desire for a change to take place.** The buyer must note in his/her letter an agreement to accept the conditions of the application. The official date of transfer of ownership must be noted in both letters.

It is imperative that all documentation required by the department be submitted. **Change of Ownership applications/Pre-K Program Change Request addendums will not be reviewed until all documents have been received.**

The following documents must be submitted to DECAL:

- License Application for Change of Ownership
- Change of Ownership Notification form
- Documentation/verification of Ownership Change (i.e. final lease/ purchase agreement/ bill of sale)
- Letters from both parties indicating desire to change and official date of change
- Certificate of Incorporation/Organization from Secretary of State's office, if applicable (for Corp.'s/LLC's)
- Company Articles of Incorporation/Organization and/or By-laws, if applicable  
(Note: Please ensure that your corporation/LLC is currently "Active" and "Compliant" with Georgia's Secretary of State's office. Also, all information listed on the application regarding your ownership should match the information listed with Secretary of State. This can be verified at [www.sos.ga.gov/corporations](http://www.sos.ga.gov/corporations).)
- List of Officers, if applicable ( if not included with Bylaws or Articles of Incorporation)
- IRS Form SS-4 (copy)
- Final fingerprint results letter for the facility's Director (Note: Live Scan fingerprinting process must be completed again if the director's existing fingerprint results are more than one year old.)
- Updated building inspection and fire marshal approval (if structural changes have occurred in the facility).
- Revised floor/ site plans for the facility (if changes are being made)

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Once an application is received it will be reviewed for completeness and assigned to an Applicant Services Consultant. The consultant will contact you to schedule an on-site inspection to determine compliance with the rules and regulations. If your facility is approved during the on-site inspection, you will be issued "Permission to Operate" (PTO). You will have 30 days to pay your annual licensing fee in order to receive your licensing certificate.

**For facilities with Georgia Lottery funded Pre-K program classroom(s), if not applicable please skip to address for submission below:**

When a facility is sold prior to or after entering into grant agreement with the Bright from the Start: Georgia Department of Early Care and Learning and the new owner wishes to continue delivery of Pre-K services, it is imperative that a complete change of ownership application and Pre-K Program Change Request Addendum be submitted in a timely manner. It is understood that all equipment, supplies, and materials purchased for the Pre-K program remain with the program. It is understood that the buyer accepts the conditions of the Pre-K grant agreement for the current fiscal year as submitted by the original applicant.

Please note that a change of ownership request does **not** guarantee continuance of Pre-K services *beyond the current grant agreement year*. It is the desire that program services not be interrupted; however, payments may be delayed due to change request review and award process.

Entities applying for a change request of ownership must be agents who are eligible to receive prekindergarten funds as specified in the *Bright from the Start, Georgia Department of Early Care and Learning Pre-K Providers' Operating Guidelines*. Entities applying for a change request will not be considered if documentation exists in DECAL records which demonstrate a previous inability to comply with contractual obligations and/or prekindergarten guidelines. It should also be noted that entities requesting a change in ownership should not base business decisions on an assumption that DECAL will automatically process and approve the change request.

Once the new owner of a facility is issued permission to operate by the Child Care Services division, then the Pre-K division will be notified so that a review and determination of Pre-K funding can be completed.

In addition to the documents listed above, the following must be completed and submitted to DECAL for Pre-K locations:

- Pre-K Program Change Request Addendum\*
- Georgia's Pre-K Program Assurances\*
- Vendor TIN Verification Form\*
- Vendor Management Bank Account Form (include a pre-printed voided check)
- Request for Taxpayer Identification Number and Certification (W-9)
- Reconciliation Report and Form (**From Seller**)

\*These three forms can be located in the Pre-K CoO packet.

**Please submit all completed documents to the following address:**

**Bright from the Start: Georgia Department of Early Care and Learning  
Attention: Applicant Services Unit  
2 Martin Luther King Jr. Drive, SE  
Suite 670, East Tower  
Atlanta, Georgia 30334**