



**CHILDCARE AND PARENT SERVICES (CAPS)  
Georgia's Subsidy Program**

<b>CAPS Procedure – Authorizations at Higher Rates</b>	<b>No.: CAPS/01-4</b>	Effective Date: 10/01/2016
		Revised: 10/01/2018
		Revision Effective: 10/01/2018

LEGAL AUTHORITY: Federal Register: 45 Code of Federal Regulation (CFR) 98 and 99.

Cross Reference/See Also: CAPS Family Unit Policy (CAPS/00-5), CAPS Priority Groups Policy (CAPS/00-7)

**Note:** Definitions of words or phrases in **bold** are located in [Definitions and Acronyms](#). Only the first occurrence of the defined words or phrases are bolded.

**4 AUTHORIZATIONS AT HIGHER RATES**

**4.1 Purpose**

The CAPS program provides increased financial support for children in DFCS custody and **children with disabilities** under specific conditions. The purpose of this procedure is to define the requirements and process for CAPS staff to authorize higher reimbursement rates for these children.

**4.2 Scope**

This procedure applies to all employees of the **Department of Early Care and Learning (DECAL)**, all parties responsible for the administration of the CAPS program; as well as, **parents** and child care **providers** who receive subsidies administered by DECAL, on behalf of **parents**.

**4.3 Authorizing CAPS for Children in Georgia DFCS Custody**

**4.3.1 Georgia Division of Family and Children Services (DFCS) Social Services Responsibilities**

Georgia DFCS Social Services Staff determines the following:

- The risk level of each child in Georgia DFCS custody with a **Child Protective Service (CPS)** case.
- Whether the child is in imminent danger if he or she was to remain in the current living environment.
- If the need for care is due to a temporary emergency situation or if the need for care is regular and ongoing.

**Note:** Regular and ongoing care is defined as child care needed for a child placement of four (4) consecutive weeks or longer.

The Georgia DFCS Social Services Case Manager (SSCM) may submit a referral to CAPS when:

- On-going child care is needed rather than temporary or short term (less than 4 weeks) child care.
- Child care services are included in an open CPS case, safety/case plan, or court order and no other funding is available.
- The court orders child care services for the protection of the child.

**4.3.2 CAPS Staff Responsibilities**

Care may be authorized at rates higher than the state maximum reimbursement rate for children in DFCS custody.

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After the SSCM completes and submits a [\(Child Welfare Child Care Services Referral Form\)](#) or system generated referral to CAPS, do the following:

Step	CAPS Staff Action
1	When received, date stamp the <a href="#">Form 57</a> from the DFCS Social Services Case Manager; as well as, the copy of the case plan indicating child care is needed to support stabilization with the child's placement.
2	Review <a href="#">Form 57</a> or the system generated referral to ensure all required information is contained in order to determine eligibility for the case.
3	Using the information contained on Child Welfare Child Care Services Referral Form, contact the child care <b>provider</b> listed to obtain a copy of the provider's published rates or have the provider complete a <a href="#">Provider Rate Sheet (Form 61)</a> . <ul style="list-style-type: none"> <li>The published rate is the cost of care that the child care provider distributes as public record and submits to the <b>State Provider Management Agent (SPMA)</b> as its typical cost of child care.</li> </ul>
4	Create a scholarship authorizing care beginning from the point at which the <a href="#">Form 57</a> was received by CAPS. If the child care provider's rate exceeds the state maximum reimbursement rate, authorize the scholarship at a rate that is equal to the child care provider's published rate. <ul style="list-style-type: none"> <li>Due to the time-sensitive nature of DFCS custody cases, CAPS eligibility should be completed and scholarships issued within five (5) <b>calendar days</b> of receipt of the Child Welfare Child Care Services Referral Form.</li> </ul>
5	Send a copy of the scholarship to the foster parent and child care provider.

**Note:** The Social Services and CAPS Staff must follow the same referral process for children in Georgia DFCS custody who are placed with a relative, Child Placement Agency (CPA), or family foster home.

#### 4.4 Communicating Changes

##### 4.4.1 Georgia DFCS Responsibilities

DFCS SSCM should notify CAPS within five (5) calendar days of all changes to the social service case via [Form 57](#) or system generated referral. Changes include, but are not limited to:

- Closure of the CPS case
- New placement for children in case
- Transfer of custody arrangements
- Changes in the CPS case plan

##### 4.4.2 CAPS Staff Responsibilities

When notification of changes are received, complete the following within ten (10) calendar days:

Step	CAPS Staff Action
1	Review the change received.
2	Determine if the family/child is <b>eligible</b> for on-going CAPS eligibility.
3	Expire and re-issue scholarships based on the new need for care.
4	Document the case activity log.

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**4.5 Authorizations for Children with Disabilities**

**4.5.1 CAPS Staff Responsibilities**

Care may be authorized at rates higher than the state maximum reimbursement rate for children who have a disability that affects their learning. Use guidelines located in the [CAPS Priority Groups Policy \(CAPS/00-7\)](#) to determine if the child meets CAPS requirements for the children with disabilities priority group.

Step	CAPS Staff Action
1	Determine if the family meets eligibility for services for a child with a disability. <ul style="list-style-type: none"> <li>When eligibility is determined for the child with a disability, all siblings in the child’s <b>family unit</b> may be authorized for care.</li> </ul>
2	If the child care provider’s rate exceeds the state maximum reimbursement rate for the child with a disability, authorize a scholarship that is equal to the provider’s published rate. <ul style="list-style-type: none"> <li>The published rate is the cost of care that the child care provider distributes as public record and submits to the SPMA as its typical cost of child care.</li> </ul>
3	Issue scholarships for remaining children in the family unit as dictated by the need for care.

**Note:** If needed, child care may be provided for children with disabilities through the end of the certification period in which the child turns 18 years of age.

**PROCEDURE REVISION HISTORY**

Date	Description of Change
10/01/2018	Revised language to clarify that care may be authorized at rates higher than the state maximum reimbursement rate for children in DFCS custody and children with disabilities for all provider types (including informal providers).