



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

CAPS Policy – Annual Redetermination	No.: CAPS/00-14	Effective Date: 10/01/2016
		Revised: 10/01/2019
		Revision Effective: 10/01/2019

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

Cross Reference/See Also: CAPS Eligibility Requirements Policy (CAPS/00-6)

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.

14 ANNUAL REDETERMINATION

14.1 Purpose

Redetermination is the verification of continued eligibility for **Childcare and Parent Services (CAPS)**. The purpose of this policy is to establish guidelines for the annual redetermination of continued eligibility.

14.2 Scope

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

14.3 Policy Content and Guidelines

- 14.3.1 Redeterminations shall be processed in the same manner as applications. Parent shall not be required to re-verify circumstances that have already been verified and are not questionable or subject to change (e.g., identity, citizenship, social security numbers).
- 14.3.2 CAPS eligibility shall be re-determined within 12 months of the last eligibility determination to ensure the parent remains eligible for services. Eligibility shall terminate at the end of the redetermination month unless the redetermination is completed and the family is determined eligible for on-going services.
- 14.3.3 Parents and their child care provider shall be notified of the redetermination at least 45 calendar days prior to the family's redetermination due date.
- 14.3.4 Each redetermination period involves the completion of a new application for services, supporting documents, and a follow-up interview with the parent.
- 14.3.5 Applications, statements, and supporting documents to determine continued eligibility may be provided by:
 - Phone
 - Mail
 - Email
 - Scan/upload imaged documents
 - Fax
 - In person
- 14.3.6 Interviews can be conducted via phone, email, or in person (if requested by the parent).

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- 14.3.7 Redetermination documents submitted on or before the end of the current eligibility period shall be processed. If all required documents are not submitted on or before the end of the current eligibility period, the case may close. If a case is closed for failure to submit all required documents, families may reapply as a new applicant and must meet all applicable eligibility requirements for new applicants.
- 14.3.8 The entire redetermination of eligibility process must be completed before the current scholarships expire to prevent disruption of child care services. This includes receipt and review of all documents, interviews, and notifications of on-going services.
- 14.3.9 At redetermination, if a family's gross applicable income increases but remains at or below the maximum allowable federal limit of 85% SMI, the family is eligible to remain in the program. The family fee will be calculated at redetermination based on the family's current gross applicable income.
- 14.3.10 If a family is no longer eligible for services, the parent and child care provider must be properly notified of ineligibility within one day of the determination, providing 14 calendar days for adverse actions.

POLICY REVISION HISTORY

Date	Description of Change
03/26/2018	Removed reference to Graduated Phase-out in section 14.3.
07/01/2019	Revised language to note that a case will close if all required documents are not submitted on or before the end of the current eligibility period.
10/01/2019	Revised language to note that CAPS will provide 14 days' notice of adverse actions.