



Georgia Department of Early Care and Learning

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**Brian P. Kemp**  
Governor

**Amy M. Jacobs**  
Commissioner

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June 28, 2019

Re: Important Updates to CAPS Policies

Dear CAPS Family Member,

I am writing to let you know about two changes to CAPS policy that go into effect on July 1, 2019.

**Change 1:** Effective July 1, **CAPS will no longer accept verification documents submitted AFTER your redetermination date.** Previously, CAPS accepted late documents in certain situations. However, we have streamlined our processes so you can submit verification documents on time. Therefore, effective July 1, if all required documents are not received before your redetermination date, your case will close. If your case is closed for failure to submit required documents, you will be required to reapply and meet eligibility requirements for new applicants.

**Change 2:** Effective July 1, **the 13-week job search period** for families who permanently lose their job or stop attending state-approved training/education programs will no longer span multiple eligibility periods. **All families will be required to meet state-approved activity requirements at annual redetermination unless you are in a priority group that has modified state-approved activity requirements.** *Families who are currently in an authorized job search period on July 1, 2019 will not be subject to this policy change.*

Remember: If you permanently lose your job or stop attending a state-approved training/education program, you must report that change to the CAPS program within 10 calendar days. You will be authorized CAPS for up to an additional 13 weeks or to the end of your current eligibility period (whichever comes first), and your family fee may be reduced if your income is lower. If you begin participating in a state-approved activity again at any level during the job search period, CAPS can continue through the end of your current eligibility period. **The easiest way to report a change is by clicking on Contact Us on the CAPS website: <https://caps.decal.ga.gov/en/ContactSupport/>.** You can also report a change online through Georgia Gateway ([www.gateway.ga.gov](http://www.gateway.ga.gov)) or by calling us at 1-833-4GACAPS (1-833-442-2277).

Thank you for continuing to partner with us in supporting your child's early education needs. For more information on CAPS policy, visit [www.CAPS.decal.ga.gov](http://www.CAPS.decal.ga.gov).

Sincerely,

Elisabetta Kasfir  
Deputy Commissioner for Federal Programs