



Georgia Department of Early Care and Learning

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**Brian P. Kemp**  
*Governor*

**Amy M. Jacobs**  
*Commissioner*

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September 30, 2019

Dear CAPS Child Care Provider,

Thank you to all who joined the CAPS webinar on September 24, 2019 that provided important information about changes to CAPS policy that go into effect October 2019. If you weren't able to participate in the webinar, a [recording](#) and [PDF](#) of the webinar are available at <https://caps.dec.al.ga.gov/en/Updates>. Here's a recap of the changes:

1. Added a **definition for electronic signature**.
2. Added a **probationary status for providers** to apply progressive discipline principles under appropriate circumstances and to ensure providers have support to get back into compliance with CAPS. Probationary status may include additional monitoring, a corrective action plan, training, technical assistance, or other action taken by DECAL.
3. Added a statement to the Provider Rights and Responsibilities policy noting the provider acknowledges that scholarships are considered a **benefit to the child** for child care services and not grants to providers.
4. Changed the **appeal period** from 10 calendar days to 14 calendar days and clarified the due date is either the deadline listed on the notice or 14 calendar days from the date of the notice.
5. Clarified that **denial, dismissal, and disqualification** issued to a provider from the CAPS program are not subject to appeal.

All CAPS providers are responsible for reviewing CAPS policies on a regular basis, as policies are subject to change. For more information on CAPS policy, visit [www.caps.ga.gov](http://www.caps.ga.gov).

**IMPORTANT REMINDER:** All Quality Rated eligible providers must be star rated by December 31, 2020, to continue receiving CAPS funding.

Thank you for all you do to provide quality child care environments for our families.

Sincerely,

Elisabetta Kasfir  
Deputy Commissioner for Federal Programs