



Georgia Dept of Early Care and Learning

BRIGHT FROM THE START

2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334
1-833-4GA-CAPS (1-833-442-2277)

Brian P. Kemp
Governor

Amy M. Jacobs
Commissioner

May 23, 2022

Dear CAPS Provider,

I am writing to let you know officially that the following CAPS policy waivers will no longer be in effect after service week ending June 5, 2022.

1. Alternate methods for recording arrival and departure
2. Emergency CAPS state-approved activity policy waiver

Beginning Monday, June 6, 2022, CAPS arrival and departure and state-approved activity policies will be reinstated fully.

What does reinstating these policies mean for you and the families you serve?

- **Arrival and departure records policy:** You must obtain the parent's or authorized representative's original or electronic signature, daily, each time the parent or authorized representative drops off or picks up the child. This policy aligns with child care licensing rules for child care learning centers [591-1-1-.08(6)] and child care learning homes [290-2-3-.08(9)] and **CAPS Health and Safety Standards Policy (CAPS/00-15)** for informal and license-exempt programs participating in CAPS.
- **State-approved activity requirement policy:** Current CAPS families who have a permanent loss of employment or stop attending an education/training program activity on or after June 6, 2022, will be required to report the change in their activity to CAPS. Case changes can be reported to CAPS at www.gateway.ga.gov or by contacting us at 1-833-4GACAPS (1-833-442-2277). Families will be allowed up to 13 weeks of job search as an approved activity from the date the activity ended or through the end of their current eligibility period, whichever comes first. If families have less than 13 weeks left in their eligibility period, they will be required to meet CAPS activity requirements at their annual redetermination.

For a complete list of and detailed information on each emergency policy waiver still in effect, go to [CAPS Emergency Policy Memorandum](#) on the CAPS website **Updates** page at <https://caps.dec.state.ga.us/en/Updates>, and click on **Emergency Policy Updates**. Until further notice, the emergency CAPS policy waivers identified in the [CAPS Emergency Policy Memorandum](#) shall supersede applicable policies contained in the CAPS policy manual.

To learn more about CAPS Policies and Procedures, visit <https://caps.dec.state.ga.us/en/>. Call 1-833-4GA-CAPS (1-833-442-2277) if you have questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Elisabetta Kasfir".

Elisabetta Kasfir
Deputy Commissioner for Federal Programs