



Georgia Dept of Early Care and Learning

BRIGHT FROM THE START

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1-833-4GA-CAPS (1-833-442-2277)

Brian P. Kemp
Governor

Amy M. Jacobs
Commissioner

October 4, 2021

Dear CAPS Family Member,

This letter is to remind you of some important milestones for the CAPS program and to inform you of changes to CAPS policy.

In a letter dated July 1, 2021, I shared information with you about the CAPS/Quality Rated deadline and some important milestones we set to minimize disruptions in your child's scholarship. As a reminder, providers eligible to participate in the Quality Rated initiative must be Quality Rated as detailed in [CAPS Participating Providers Policy \(CAPS/00-11\)](#) by **December 31, 2021** to continue receiving CAPS funding. Here's what the following milestones mean to you:

- **August 1, 2021:** If you want to change child care providers, you will have to select a provider that is Quality Rated or one that is taking steps to become Quality Rated. CAPS providers not participating in Quality Rated will no longer be able to accept new families with CAPS scholarships.
- **January 1, 2022:** At your CAPS redetermination, if your child(ren) are cared for by a provider who is NOT Quality Rated or taking steps to become Quality Rated, you will have to choose a **new provider**. I recommend that you ask your child care provider if they are Quality Rated, and if not, encourage them to seriously consider participating in this beneficial program.

Now some important changes to CAPS policies that went into effect **October 1, 2021:**

- To protect the security of information submitted by families to the CAPS program, email and fax was removed as an option to submit verification documents. The documents can continue to be uploaded to Georgia Gateway at www.gateway.ga.gov or mailed or submitted in person at DECAL's headquarters. Additionally, email was removed as a way to conduct the interview. This applies to the initial and redetermination interview. Parents can participate in the interview by phone, in person, or virtually. These policy changes can be viewed in [CAPS Application Process Policy \(CAPS/00-4\)](#) and [CAPS Annual Redetermination Policy \(CAPS/00-14\)](#).
- We added *eligible child* to CAPS terms and definitions. We revised the language in this policy to clarify that the parent(s) of the eligible child must participate in one or a combination of state approved activities at least 24 hours per week to meet the activity requirement. These policy changes can be viewed in [CAPS Definitions and Acronyms Policy \(CAPS/00-2\)](#) and [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#).
- We revised language to clarify that you do not have to be part of a CAPS priority group at redetermination. However, if the family meets the criteria for a specific CAPS priority group, they may need to provide supporting documentation to meet program eligibility. We added language to say that we will provide consumer education information to families determined eligible for on-going services at

redetermination. These policy changes can be viewed in [CAPS Annual Redetermination Policy \(CAPS/00-14\)](#).

- We added language to explain that verification documents may be required to process the change request, and CAPS staff have up to 14 calendar days to provide written disposition of the change request. Change requests may be disposed as *unable to process* if the request is a duplicate or the parent did not return verification documents. These policy changes can be viewed in [CAPS Case Changes and Documentation Policy \(CAPS/00-13\)](#).

If you have questions about these changes, contact us at 1-833-4GA-CAPS (1-833-442-2277).

Thank you for continuing to partner with us in supporting your child's early education needs.

Sincerely,



Elisabetta Kasfir

Deputy Commissioner for Federal Programs