



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

April 23, 2020

Dear CAPS Child Care Provider,

Because we recognize and value your commitment to Georgia's children and families during this current crisis, we have adjusted our policies to better support you in this time. To that end, we ask for your cooperation as you carefully and completely comply with the emergency policies we have enacted.

Our review of recent subsidy payments indicates that some child care providers are not following the requirements of one significant policy change, the *Emergency CAPS Payment Policies Waiver*, that allows you to continue billing for any child with an **active scholarship** who received care at least once since March 1, 2020. The policy allows you to bill on the highest value scholarship for that child, but you may use only **ONE** scholarship per child. This policy provides CAPS payments when you are closed or are experiencing lower than typical enrollment or attendance due to COVID-19 related circumstances.

Not complying with these billing requirements has resulted in overpayments. Examples of improper billing, resulting in overpayments, include:

- Billing for children who have not attended your program since March 1, 2020.
- Billing on multiple scholarships for a single child.

We are committed to supporting you financially during this stressful time. But, if improper billing practices continue, DECAL will have to adjust payment policies. Failure to fully comply with billing requirements outlined in the emergency policy will jeopardize continued funding.

To avoid future overpayments, confirm that you are billing according to our temporary policies. Instructions on how to bill for scholarships according to this temporary policy [are posted in the CAPS billing portal](#) . If you have questions, contact Maximus at 1-877-755- 6522.

Finally, please view our most recent Emergency CAPS Policy Memorandum, which extends all emergency CAPS policy waivers to May 8, 2020. The most recent Emergency CAPS Policy Memorandum [is available here](#).

Thank you for all that you do for Georgia's children and their families.

Sincerely,

Elisabetta Kasfir
Deputy Commissioner for Federal Programs