



## CHILD CARE AND PARENT SERVICES (CAPS) Georgia's Subsidy Program

|  |                       |                                |
|--|-----------------------|--------------------------------|
| <b>CAPS Procedure –<br/>Determination of Eligibility</b> | <b>No.: CAPS/01-3</b> | Effective Date: 10/01/2016     |
|  |                       | Revised: 05/01/2022            |
|  |                       | Revision Effective: 05/01/2022 |

LEGAL AUTHORITY: Federal Register: 45 Code of Federal Regulation (CFR) 98 and 99.

Cross Reference/See Also: CAPS Application Process Policy (CAPS/00-4), CAPS Eligibility Requirements Policy (CAPS/00-6), CAPS Priority Groups Policy (CAPS/00-7), CAPS Income Calculations Policy (CAPS/00-8)

**Note:** Definitions of words or phrases in **bold** are located in [Definitions and Acronyms](#). Only the first occurrence of the defined words or phrases are bolded.

### 3 DETERMINATION OF ELIGIBILITY

#### 3.1 Purpose

The purpose of this document is to define the procedures to be followed by CAPS staff when determining **eligibility** requirements for families applying for CAPS services.

**Note:** Use guidelines located throughout the [CAPS Policies \(www.caps.dec.state.ga.us\)](http://www.caps.dec.state.ga.us) for additional assistance. CAPS **application** process requirements can be found in the [CAPS Application Process Policy \(CAPS/00-4\)](#).

#### 3.2 Scope

This procedure applies to all employees of the **Department of Early Care and Learning (DECAL)**, all parties responsible for the administration of the CAPS program, **parents**, and child care **providers** who receive subsidies administered by DECAL, on behalf of parents.

#### 3.3 Processing the Application

The application process must be completed within 30 **calendar days** from the date the application is received.

**Note:** The application processing period may be extended beyond 30 **calendar days** for good cause, with supervisor approval, when verification is provided demonstrating a good faith effort by the parent to comply with a request for documentation.)

Make every attempt to process the application as follows:

| Step     | CAPS Staff Action   |
|----------|---|
| <b>1</b> | Make initial contact with the <b>applicant</b> on day 1 to schedule an interview and to issue the <a href="#">Appointment Letter and Verification Checklist (Appendix N)</a> to the <b>parent</b> , detailing what is needed to verify eligibility. |
| <b>2</b> | Request that the parent submit all required documentation within 10 calendar days of receipt of the Form 66.  |
| <b>3</b> | Complete the interview by day 10.   |
| <b>4</b> | Issue <b>denial</b> notification by day 11 for applicants determined ineligible during the interview.   |
| <b>5</b> | Complete eligibility determination by day 20.   |

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| Step | CAPS Staff Action   |
|------|---|
| 6    | Forward eligibility disposition by day 21 for applicants determined <b>eligible</b> . |

### 3.4 CAPS Interview

The purpose of the interview is to (1) determine if the family meets eligibility for a priority group, using guidelines located in the [CAPS Priority Groups Policy \(CAPS/00-7\)](#); and (2) ensure that all aspects of the family’s circumstances have been recorded; and (3) ensure that all needed verification documents have been received. Interviews should be completed by the 10<sup>th</sup> day after the application has been received but may occur at any time during the 30-day application review period. Interviews should be conducted by phone, in person, or virtually.

### 3.5 Verification of Eligibility Requirements

#### 3.5.1 90-day grace period

Families who meet eligibility requirements for certain priority groups may be granted a 90-day grace period to return verification documentation, as prescribed in [CAPS Priority Groups Policy \(CAPS/00-7\)](#). In addition, all families may be granted a 90-day grace period for (a) selecting a child care provider; and (b) verification of child’s citizenship/qualified alien status and immunization, as prescribed in [CAPS Application Process Policy \(CAPS/00-4\)](#) and [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#). The grace period for providing verification will not postpone the eligibility determination. However, if verification documents are not received by the end of the 90-day grace period, the case will be determined ineligible for ongoing child care assistance.

| Step | CAPS Staff Action   |
|------|---|
| 1    | Verification documents should be requested as outlined in the steps below. The 90-day grace period should only be provided for verification documents the family is unable to provide within 10 calendar days.  |
| 2    | If the 90-day grace period is needed, the family should be provided a custom <a href="#">Disposition and Parent Information form (Appendix L)</a> that includes the following language:<br><br>You have been authorized for CAPS for 90 calendar days pending the receipt of the following documentation: [list missing documentation].<br><br>As discussed, these verification documents must be received by CAPS by [90 days from date of notice]. If verification documents are not received within 90 days from the date of this notice [due date], your child care case will be determined ineligible for ongoing child care assistance. |
| 3    | If the 90-day grace period is provided for income verification, applicable family fee shall be calculated based on the parent’s verbal attestation of income.   |
| 4    | In cases where a grace period has been provided, scholarships should be created for 90 days only, including no care scholarships. If authorizing a no care scholarship, staff are required to send the no care consumer statement to the family.  |
| 5    | In cases where a grace period has been provided, CAPS staff completing the action must ensure case notes indicate which documents are missing. In addition, the family should be contacted at the recommended intervals of 30, 60, and 85 days to determine if documentation is available.  |

#### 3.5.2 Residency

Use guidelines located in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) to determine the residency requirement for the **family unit**.

| Step | CAPS Staff Action   |
|------|---|
| 1    | Use one of the following to verify the family’s residence: <ul style="list-style-type: none"> <li>• Current Georgia government issued driver’s license/I.D. card</li> </ul> |

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| Step     | CAPS Staff Action  |
|----------|--|
|          | <ul style="list-style-type: none"> <li>• Current lease or mortgage statement</li> <li>• Notarized statement from landlord or person with whom applicant resides (statement does not need to be notarized for those who meet eligibility for the families who lack fixed, regular, and adequate housing priority group)</li> <li>• Children’s school records within current school year</li> <li>• Voter registration card</li> <li>• Motor vehicle registration card with a Georgia residence address</li> <li>• <b>Wage</b> stubs with residence address</li> <li>• Work or school I.D. with residence address</li> </ul> |
| <b>2</b> | If the family meets residency requirement, proceed with verification of the child’s age requirement.   |
| <b>3</b> | If the family does not verify residency requirement, do the following: <ul style="list-style-type: none"> <li>(A) Contact the parent to determine if residency can be verified.</li> <li>(B) If residency verification cannot be obtained, dispose the application and send notification within one business day.</li> </ul>   |

### 3.5.3 Age Requirement

Use guidelines located in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) to determine the age requirement for all children in the family unit needing care.

| Step     | CAPS Staff Action  |
|----------|--|
| <b>1</b> | Use one of the following to verify the age for all children needing care: <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Court records</li> <li>• U.S. Passport</li> <li>• State issued I.D.</li> <li>• Hospital certificate of live birth</li> <li>• Immigration card</li> <li>• Social Security Administration records</li> <li>• Immigration court order</li> <li>• Homeland Security documents</li> </ul> |
| <b>2</b> | If the children meet age requirement, proceed with verification of the children’s citizenship requirement.   |
| <b>3</b> | If there is no verification that children in the family unit meets age requirement, do the following: <ul style="list-style-type: none"> <li>(A) Contact the parent to determine if children’s age can be verified.</li> <li>(B) If age verification cannot be obtained, dispose the application and send notification within one business day.</li> </ul>   |

### 3.5.4 Child’s Citizenship or qualified alien status

Use guidelines located in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) to determine the citizenship requirement for all children in the family unit needing care.

| Step     | CAPS Staff Action   |
|----------|---|
| <b>1</b> | Use one of the following to verify citizenship for all children needing care: <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Certificate of Citizenship</li> </ul> |

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| Step     | CAPS Staff Action   |
|----------|---|
|          | <ul style="list-style-type: none"> <li>• Naturalization Certificate</li> <li>• Vital records</li> <li>• Report of Birth from Abroad of a U.S. Citizen</li> <li>• U.S. Citizen I.D. card</li> <li>• U.S. Passport</li> <li>• Consoler's report of birth</li> <li>• American Indian Card (first issued by USCIS in 1983)</li> <li>• Court records of parentage, juvenile proceedings, or <b>child support</b> indicating place of birth</li> <li>• Religious record of birth recorded in the U.S. or its territories within three months of birth <ul style="list-style-type: none"> <li>○ The document must show either the date of birth or the individual's age at the time the record was made.</li> </ul> </li> <li>• Any document that establishes place of birth or U.S. citizenship, such as, records from Social Security Administration, Veterans Administration, local government agencies, hospitals or clinic's record of birth or parentage</li> <li>• Early school records showing the date of admission to the school, the child's date and place of birth, and the names and place of birth of the parents</li> <li>• Census record showing the name, U.S. citizenship, or a U.S. place of birth and date of birth or age of the individual</li> <li>• Adoption finalization papers showing the child's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands (St. Thomas, St. John, St. Croix), Northern Marianna Islander (Saipan, Rota, Tinian), American Samoa or Swains Island</li> </ul> |
| <b>2</b> | If all children meet citizenship requirements, proceed to child's immunization requirement.   |
| <b>3</b> | Care must be denied for any children that do not meet the citizenship requirement. <p>(A) Deny the eligibility for the children that do not meet the citizenship requirement and send notification within one business day.</p>   |
| <b>4</b> | If there is no verification for <u>all</u> children in the family unit, do the following: <p>(A) Contact the parent to determine if citizenship can be verified.</p> <p>(B) If citizenship verification cannot be obtained for any child needing care, an additional 90 calendar days from the date the application was processed may be granted. The additional 90 days does not affect approval of eligibility unless verification cannot be granted after the 90-day period. For extenuating circumstances beyond 90 days, a waiver may be requested.</p>  |

### 3.5.5 Child's Immunization

Use guidelines located in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) to determine the immunization requirements for all children in the family unit needing care.

| Step     | CAPS Staff Action  |
|----------|--|
| <b>1</b> | <p>Current immunizations or a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208) is required for children to receive CAPS. Verification of immunization must be completed using the Certificate of Immunization (Form 3231) as issued by the child's physician. If a child has a medical exemption, it must be marked on the Georgia Immunization Certificate (Form 3231).</p> <p>A Certificate of Immunization <u>is not</u> required to be present in the CAPS record and no verification is needed for:</p> <ul style="list-style-type: none"> <li>• Children enrolled in school settings</li> <li>• Children receiving <b>Temporary Assistance for Needy Families (TANF)</b></li> <li>• Children in care at licensed child care providers</li> </ul> |

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| Step     | CAPS Staff Action  |
|----------|--|
|          | <p>The immunization requirements are already met based on school/ child care licensing and TANF requirements.</p> <p>A Certificate of Immunization <u>is</u> required to be kept in the CAPS <b>case record</b> for:</p> <ul style="list-style-type: none"> <li>• Children who are receiving child care through an <b>informal caregiver</b></li> <li>• Non-school-aged children enrolled in <b>license-exempt programs</b></li> </ul>                     |
| <b>2</b> | If all children in the family unit meet immunization requirement, proceed to the verification of the applicant's identity.   |
| <b>3</b> | If any children do not meet immunization requirement, an additional 90 calendar days from the date the application is processed may be granted. The additional 90 days does not affect approval of eligibility unless verification cannot be granted after the 90-day period. For extenuating circumstances beyond 90 days, a waiver may be requested.   |
| <b>4</b> | Continue with the application process.   |
| <b>5</b> | <p>If the Certificate of Immunization has not been provided by the end of the 90-day period, do the following:</p> <p>(A) Contact the parent to determine if immunization can be verified for children needing care.</p> <p>(B) Approve the eligibility for all children who meet immunization requirement.</p> <p>(C) Deny the eligibility for any child whose current immunization cannot be verified and send notification within one business day.</p> |

**Note (1):** Refer to the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) for instances when immunizations may be waived. Written documentation of the waiver is required and must be maintained in the **case record**.

**Note (2):** If immunizations are not current at redetermination, staff must request updated immunization verification.

### 3.5.6 Identity

Use guidelines located in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) to determine the parent's identity.

| Step     | CAPS Staff Action  |
|----------|--|
| <b>1</b> | <p>Use one of the following documents to verify the parent's identity:</p> <ul style="list-style-type: none"> <li>• Federal or state issued identification card</li> <li>• Military issued identification card</li> <li>• Current school identification card</li> <li>• U.S. Passport</li> <li>• Medicare/Medicaid recipient card</li> <li>• Social Security award letter</li> <li>• Declaration of citizenship</li> <li>• Naturalization Certificate</li> <li>• Federal, state, or court documents granting citizenship or asylum</li> <li>• Work/school Visa</li> <li>• Voter Registration Card</li> </ul> |
| <b>2</b> | If the parent meets identity requirement, proceed with verification of the state approved activities.  |
| <b>3</b> | <p>If the parent does not meet the identity requirement, do the following:</p> <p>(A) Contact the parent to determine if identity can be verified.</p> <p>(B) If identity cannot be verified, dispose the application and send notification within one business day.</p>   |

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### 3.5.7 State-approved Activities

The parent(s) must participate in one, or a combination of activities as prescribed in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#). Most parents must participate in the stated activity in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) an average of at least 24 hours per week to meet the activity requirement, except as noted in the policy. CAPS staff will use the guidelines located in the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) and [CAPS Priority Group Policy \(CAPS/00-7\)](#) to determine eligible **state approved activities**.

| Step                         | CAPS Staff Action  |                       |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
|------------------------------|--|-----------------------|-------------|--|---------------|-----------------------|--------|-------------------------------------|---|------------------------------|-------------------------------------|---|------------------------------|-------------------------------------|--------|---------|--|--------|
| 1                            | <p>If the applicant is participating in one, or a combination of state-approved activities listed in <a href="#">CAPS Eligibility Requirements Policy (CAPS/00-6)</a>, staff must confirm the activity hours for the verified activity.</p> <p>(A) Calculating employment hours: Staff will use the wage information for the most recent four weeks of earnings and convert the hours to a weekly amount based on the pay frequency.</p> <p>(B) Calculating self-employment hours: Staff will calculate the monthly hours and convert the hours to a weekly amount.</p> <p>(C) If the pay frequency is in a manner other than a weekly basis, staff will apply the following calculation to convert the hours to a weekly amount:</p> <table border="1" data-bbox="302 821 1378 1102"> <thead> <tr> <th rowspan="2">Pay Frequency</th> <th colspan="2">Calculation</th> </tr> <tr> <th>Add hours for</th> <th>Divide total hours by</th> </tr> </thead> <tbody> <tr> <td>Weekly</td> <td>Most recent 4 pay periods/pay stubs</td> <td>4</td> </tr> <tr> <td>Bi-weekly (every other week)</td> <td>Most recent 2 pay periods/pay stubs</td> <td>4</td> </tr> <tr> <td>Semi-monthly (twice a month)</td> <td>Most recent 2 pay periods/pay stubs</td> <td>4.3333</td> </tr> <tr> <td>Monthly</td> <td>No addition required – use monthly hours</td> <td>4.3333</td> </tr> </tbody> </table> <p>(D) Calculating education/training hours: Staff will multiply the parent's confirmed credit hours by 2 to determine the education/training weekly hours. For self-paced education/training program with no confirmed in-class instruction or online course hours, six (6) credit hours will be applied towards the activity hour requirement which equates to 12 hours. The parent, if applicable, must supplement the education/training activity with other state-approved activities (such as employment) to meet the 24-hour requirement.</p> | Pay Frequency         | Calculation |  | Add hours for | Divide total hours by | Weekly | Most recent 4 pay periods/pay stubs | 4 | Bi-weekly (every other week) | Most recent 2 pay periods/pay stubs | 4 | Semi-monthly (twice a month) | Most recent 2 pay periods/pay stubs | 4.3333 | Monthly | No addition required – use monthly hours | 4.3333 |
| Pay Frequency                | Calculation  |                       |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
|                              | Add hours for  | Divide total hours by |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
| Weekly                       | Most recent 4 pay periods/pay stubs  | 4                     |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
| Bi-weekly (every other week) | Most recent 2 pay periods/pay stubs  | 4                     |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
| Semi-monthly (twice a month) | Most recent 2 pay periods/pay stubs  | 4.3333                |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
| Monthly                      | No addition required – use monthly hours   | 4.3333                |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
| 2                            | If the applicant meets state approved activity and hour requirement, proceed with computation of income for eligibility determination.   |                       |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |
| 3                            | <p>If the applicant does not meet the activity requirement, do the following:</p> <p>(A) Contact the parent to determine if there are additional circumstances impacting the activity level.</p> <p>(B) Deny the application and send notification within one business day.</p>  |                       |             |  |               |                       |        |                                     |   |                              |                                     |   |                              |                                     |        |         |  |        |

### 3.6 Family Unit Income

#### 3.6.1 Reviewing Income Verification

Use policy guidelines located in the [CAPS Income Calculations Policy \(CAPS/00-8\)](#) to determine income eligibility requirements for families.

| Step | CAPS Staff Action  |
|------|--|
| 1    | Request a minimum of four weeks of income for all family unit members 18 years of age or older to determine eligibility. |

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| Step | CAPS Staff Action  |
|------|--|
| 2    | <p>Review all income and <b>employment</b> documentation to determine if there are any discrepancies or alterations and if the document(s) appear to be credible.</p> <p>Review of income and employment documentation should include consideration of the following questions:</p> <ul style="list-style-type: none"> <li>• Do pay stubs contain employee and employer information?</li> <li>• Does year-to-date totals reflect earnings?</li> <li>• Do current pay stubs appear to be photocopies of previous pay stubs?</li> <li>• Do pay stubs include typical deductions, taxes, FICA, etc.?</li> <li>• Are there other discrepancies that would appear to show possible tampering with names, amounts, time periods, etc. that indicate discrepancies in the document(s)?</li> <li>• Are letters/statements from employers on company letterhead and contain name/contact information for employer?</li> </ul> |
| 3    | <p>If there are discrepancies with the information provided by the parent, contact the employer for clarification and/or request additional verification.</p> <p>Information can also be verified through other sources, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Department of Labor Databases</li> <li>• Eligibility documents submitted to other programs, i.e., TANF, SNAP, Medicaid, etc.</li> <li>• Other databases where employment/income can be used to verify eligibility</li> </ul>   |
| 4    | <p>If further inconsistencies exist and income/employment cannot be verified, do the following:</p> <p>(A) Contact the parent to determine if income can be verified.</p> <p>(B) If income cannot be verified, dispose the application and send notification within one business day.</p>  |
| 5    | Document all contacts in the <b>case record</b> .  |

**Note (1):** Income should not be older than four weeks from the date of request.

**Note (2): Public assistance** benefits are not included when calculating income for CAPS eligibility. The following public assistance programs should be recorded for reporting purposes, but excluded from the gross income calculation:

- TANF
- SNAP
- Benefits from the Social Security Administration
- Adoption supplement

### 3.6.2 Calculation of Family Income

Use guidelines located in the [CAPS Income Calculations Policy \(CAPS/00-8\)](#) to calculate income for families.

| Step | CAPS Staff Action   |
|------|---|
| 1    | <p>Review the following types of income to determine if pay is representative of the applicant's normal earnings:</p> <ul style="list-style-type: none"> <li>• <b>Regular Income</b> <ul style="list-style-type: none"> <li>○ <b>Unearned Income:</b> Verify and determine the type, amount, and frequency of countable unearned income.</li> <li>○ <b>Earned Income:</b> Verify the applicant's most recent four weeks of income and number of hours worked for those weeks. If the applicant is self-employed, a completed CAPS <a href="#">Self-employment Report</a> is required.</li> <li>○ <b>New Employment (less than four weeks) or cash paying employment:</b> A statement from the employer or <a href="#">Employment Verification (Appendix F)</a> is required. The statement should</li> </ul> </li> </ul> |

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| Step                         | CAPS Staff Action  |                |             |        |                    |                              |                    |                              |                          |
|------------------------------|--|----------------|-------------|--------|--------------------|------------------------------|--------------------|------------------------------|--------------------------|
|                              | <p>include number of hours and gross earnings, the employer’s contact name and phone number, and the parent’s employment start date.</p> <ul style="list-style-type: none"> <li>• <b>Irregular Income</b> <ul style="list-style-type: none"> <li>○ Pay periods that include inconsistent or irregular overtime or unpaid leave that affect the amount of earned income are considered non-representative of the applicant’s normal earnings; these may be disregarded if pay or hours are inconsistent.</li> <li>○ The remaining pay periods that are representative can be used to calculate an average of the applicant’s monthly income.</li> <li>○ Additional pay stubs or verification can be obtained to determine true representation of pay or hours worked.</li> <li>○ To determine representative pay, the applicants’ pay stubs from the previous three months, or up to six months, may be requested.</li> </ul> </li> </ul> |                |             |        |                    |                              |                    |                              |                          |
| 2                            | <p>When calculating income for all individuals, use the following guide to convert income to a monthly amount:</p> <table border="1" data-bbox="483 762 1198 940"> <thead> <tr> <th>How Often Paid</th> <th>Calculation</th> </tr> </thead> <tbody> <tr> <td>Weekly</td> <td>Multiply by 4.3333</td> </tr> <tr> <td>Bi-weekly (every other week)</td> <td>Multiply by 2.1666</td> </tr> <tr> <td>Semi-monthly (twice a month)</td> <td>Multiply the amount by 2</td> </tr> </tbody> </table> <p><b>Note:</b> Calculations are based on the gross amount (before all deductions) listed on pay stubs.</p>   | How Often Paid | Calculation | Weekly | Multiply by 4.3333 | Bi-weekly (every other week) | Multiply by 2.1666 | Semi-monthly (twice a month) | Multiply the amount by 2 |
| How Often Paid               | Calculation  |                |             |        |                    |                              |                    |                              |                          |
| Weekly                       | Multiply by 4.3333   |                |             |        |                    |                              |                    |                              |                          |
| Bi-weekly (every other week) | Multiply by 2.1666   |                |             |        |                    |                              |                    |                              |                          |
| Semi-monthly (twice a month) | Multiply the amount by 2   |                |             |        |                    |                              |                    |                              |                          |
| 3                            | Convert the monthly amount to an annual amount by multiplying the monthly income by 12 for each type of income source.   |                |             |        |                    |                              |                    |                              |                          |
| 4                            | <p>Once calculated, the family’s <b>gross applicable income</b> is compared to the maximum allowable income chart (<a href="#">Appendix A</a>).</p> <ul style="list-style-type: none"> <li>• The family meets the CAPS income eligibility requirements if the income is equal to or less than the maximum income for the size of the family unit.</li> <li>• The family does not meet the CAPS income eligibility requirements if the income exceeds the maximum income for the size of the family.</li> </ul>   |                |             |        |                    |                              |                    |                              |                          |

**Note:** Income determination is the final eligibility requirement. Once the family has met all eligibility requirements, the application can be approved.

### 3.7 Scholarship Issuance

When a family is determined eligible or approved for the CAPS program, the 12-month **eligibility period** begins. The **child care scholarship** authorizes the use of subsidies during the eligibility period. Scholarships are the authorization of CAPS services and are issued for each child receiving subsidy.

Refer to the [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#), [CAPS Annual Redetermination Policy \(CAPS/00-14\)](#) and the [CAPS Participating Providers Policy \(CAPS/00-11\)](#).

Complete the following steps to issue a scholarship:

| Step | CAPS Staff Action   |
|------|---|
| 1    | Ensure the selected provider is eligible to participate in CAPS as prescribed in <a href="#">CAPS Participating Providers Policy (CAPS/00-11)</a> . |



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| <b>CAPS Procedure –<br/>Determination of Eligibility</b> | <b>No.: CAPS/01-3</b> | Effective Date: 10/01/2016     |
|  |                       | Revised: 05/01/2022            |
|  |                       | Revision Effective: 05/01/2022 |

| Step     | CAPS Staff Action  |  |
|----------|--|--|
|          | <p><b>Provider Type</b></p> <p><b>Licensed –</b><br/>Includes Child Care Learning Homes (CCLC) and Family Child Care Learning Homes (FCCLH)</p>  | <p><b>Action</b></p> <p>(A) Determine if the provider is already enrolled in the CAPS program.</p> <ul style="list-style-type: none"> <li>○ If the provider is enrolled and active (not dismissed) in CAPS, confirm via the CAPS Workflow Portal if they are a Quality Rated Provider which includes providers who are Star Rated, in CAPS/Quality Rated Probationary Status, or in CAPS/Quality Rated Provisional Status. , If the provider is not considered Quality Rated under one of the following three (3) criteria: Star Rated, CAPS/Quality Rated Probationary Status, or CAPS/Quality Rated Provisional Status, they cannot be issued a CAPS scholarship. For additional information on Quality Rated refer to <a href="#">CAPS Quality Rated Guidelines and Requirements (Appendix II)</a>.</li> </ul> <p>(B) If the provider is not enrolled in CAPS, explain to the family that CAPS will contact the provider to start the enrollment process, but the provider may choose not to enroll in CAPS. If the provider choose not to enroll in CAPS, notify the family of the provider’s decision to not enroll in CAPS and assist them with locating a program that is enrolled with CAPS.</p> |
|          | <p><b>License-exempt –</b><br/>Includes Government owned and operated (Category 1) and Day camps (Category 7)</p>  | <p>(A) Review the exemption type and ensure care is only authorized within the exemption guidelines as follows:</p> <ul style="list-style-type: none"> <li>○ Government owned and operated (category 1) programs that participate in CAPS are most commonly before and after care provided by local school systems. However, this exemption type also includes some full day programs (for example, child care programs operating during the customary school day on military bases or on college campuses).</li> <li>○ Day camps (category 7) can only provide care for children five years of age and older when school is not in session.</li> </ul> <p>(B) Determine if the provider is already enrolled in the CAPS program.</p> <p>(C) If the provider is not enrolled in CAPS, explain to the family that CAPS will contact the provider to start the enrollment process, but the provider may choose not to enroll in CAPS.</p>  |
|          | <p><b>Informal Providers</b></p>   | <p>(A) Determine if the family meets the criteria for using an informal provider (based on their verbal attestation).</p> <p>(B) Determine if the informal provider they selected is already enrolled in the CAPS program.</p> <p>(C) If the provider is not enrolled in CAPS, explain to the family that CAPS will contact the provider to start the enrollment process, but the provider may choose not to enroll in CAPS. Also, explain that the provider will not be eligible for payment from CAPS until all household members 17 years of age or older have completed background check requirements as prescribed in <a href="#">CAPS Health and Safety Standards Policy (CAPS/00-15)</a>.</p>   |
| <b>2</b> | Determine the type of care needed.   |  |
| <b>3</b> | Collect the provider rates for each child needing care and either save a copy of the rates in the electronic <b>case record</b> or enter rates and how they were obtained (e.g., KOALA, over the phone from the provider) in case notes. |  |
| <b>4</b> | Issue scholarships for 12 months of eligibility (or 90 days if grace period was provided) based on the following:  |  |
|          | <ul style="list-style-type: none"> <li>• Provider rate</li> <li>• CAPS payment zone</li> <li>• CAPS maximum reimbursement rate</li> <li>• Child’s age</li> </ul>   |  |

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| Step     | CAPS Staff Action  |
|----------|--|
|          | <ul style="list-style-type: none"> <li>Type of care authorized</li> </ul> <p><b>Note:</b> For children in Georgia’s Division of Family and Children Services (DFCS) custody who have been determined eligible for CAPS, CAPS will reimburse up to the provider’s published rate. For children with qualifying disabilities, CAPS will reimburse up to the provider’s published rate, but the family may be assessed a fee based on the family’s gross income. Refer to CAPS Family Fee Policy (CAPS/00-9) regarding when CAPS will assess family fees.</p> |
| <b>5</b> | Send the scholarships to the parent and the selected child care provider.  |
| <b>6</b> | Document the case record with all actions and include copies of all correspondence between parent, child care provider, and CAPS staff.  |

**Note:** Do not expire or create multiple scholarships during the **eligibility period** for children due to:

- Age change (child turns 1 or 3)
- Temporary breaks in parent activity

In the situations above, no new scholarship is required until the family is re-determined for eligibility at the end of the 12-month eligibility period.

### 3.8 Notifications

All notifications of eligibility must be sent to the parent within one business day of the eligibility determination.

Changes that negatively impact the parent must include a 14-day adverse action period to allow for receipt and review and include a request for an administrative hearing.

- The change cannot take place prior to the end of the **service week** after the 14<sup>th</sup> day has expired.
- In cases where the action positively impacts the family unit, the change can take place on the 1<sup>st</sup> day of the next service week following the change.

When a case has been determined eligible and services have begun with a child care provider, the child care provider must also receive notice within one business day of the determination.

The child care scholarship will be generated through system automation.

- The scholarship will be forwarded to the child care provider and the parent no later than the 1<sup>st</sup> week of care and serve as authorization for child care services along with the [Disposition and Parent Information form \(Appendix L\)](#), or other system generated notice informing the parent of eligibility for CAPS.
- Any new child care scholarship will be forwarded to the child care provider and the parent within seven calendar days of the effective date of the new child care scholarship.

**Note:** All changes to the child care scholarship must comply with CAPS policy and changes must be documented by the CAPS staff member in the electronic case file.

### 3.9 Consumer Education

After an application has been approved, CAPS staff will provide the parent information on the following:

- Goals of the subsidy program
- Parent rights and responsibilities
- Types of child care **providers**
- Child care options, assessing quality, and **Quality Rated** providers

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- Health and safety information and how to make a complaint concerning a child care provider
- Developmental screenings
- Child development
- Family engagement
- Healthy eating and physical activity
- State supports for social, emotional, and behavioral health of children
- Information about programs for children with disabilities
- Information about preschool special education and early intervention programs
- Other assistance programs for which families may be eligible
- Voter registration
- Family Support Guide ([Appendix AA](#))
- How to read a **child care scholarship**
- Requirements for signing their child in and out each day the child attends care
- Other child care resources

## PROCEDURE REVISION HISTORY

| Date       | Description of Change   |
|------------|---|
| 03/26/2018 | Removed references to Graduated Phase-out and income limits in section 3.7.   |
| 07/02/2018 | Revised section 3.4 to reflect the limited scope of the interview and added section 3.9 regarding the Family Support welcome call.  |
| 10/01/2018 | Revised section 3.4 to note that each family's circumstances must be assessed to determine if they meet eligibility for a priority group during the CAPS interview; added procedures for the 90-grace period for verification documents.  |
| 10/01/2019 | Revised language to note that CAPS will provide 14 days' notice of adverse actions and renamed the section previously titled <i>Welcome Call to Consumer Education</i> .  |
| 05/15/2020 | Revised language related to case dispositions and provider rate sheets. Added language related to eligible child care providers.  |
| 11/02/2020 | Revised section 3.5.1 to note that families may be granted 90-day grace period for selecting a child care provider.   |
| 07/01/2021 | Added language related to CAPS/Quality Rated milestones.  |
| 10/01/2021 | Revised language to state the interview can be conducted via phone, in person, or virtually. Removed milestone language regarding CAPS/Quality Rated goal. Added additional information on Quality Rated can be viewed in the CAPS/Quality Rated Guidelines and Requirements (Appendix II). |
| 05/01/2022 | Revised language to clarify how staff will confirm participation in a state-approved activity and hour requirement. Added language for calculating activity hours.  |