



**CHILDCARE AND PARENT SERVICES (CAPS)
Georgia's Subsidy Program**

CAPS Procedure – Redetermination	No.: CAPS/01-6	Effective Date: 10/01/2016
		Revised: 10/01/2021
		Revision Effective: 10/01/2021

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

Cross Reference/See Also: CAPS Eligibility Requirements Policy (CAPS/00-6), CAPS Case Change and Documentation Policy (CAPS/00-13)

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.

6 REDETERMINATION

6.1 Purpose

The purpose of this document is to define the procedure for determining ongoing eligibility for the **Child Care and Parent Services (CAPS)** program.

6.2 Scope

This policy 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**.

6.3 Annual Redetermination

- 6.3.1 As prescribed in [CAPS Priority Group Policy \(CAPS/00-7\)](#), priority group status is not required at annual redetermination. This applies to all children who receive CAPS, including those who were initially approved under the Children in DFCS custody priority group who have transitioned out of foster care during the eligibility period.
- 6.3.2 Although priority group status is not required at annual redetermination, all families should be screened for priority groups at annual redetermination to determine if the family qualifies for any applicable policy exceptions.
- 6.3.3 To complete the annual redetermination process, CAPS staff should do the following:

Step	CAPS Staff Action
1	Review applicable points of eligibility outlined in the CAPS Eligibility Requirements Policy (CAPS/00-6) . Parents shall not be required to re-verify circumstances that have already been verified and are not questionable or subject to change (e.g., identity, citizenship, social security numbers). (A) Families that identify with one of CAPS priority groups may need to provide supporting documentation to meet program eligibility.
2	Send the Appointment Letter and Verification Checklist (Appendix N) to the parent . (B) Send Appointment Letter and Verification Checklist (Appendix N) no later than 45 calendar days before the end of the current eligibility period. (C) The Appointment Letter and Verification Checklist (Appendix N) must include all information needed by CAPS to complete the parent's redetermination.

CAPS Procedure – Redetermination	No.: CAPS/01-6	Effective Date: 10/01/2016
		Revised: 10/01/2021
		Revision Effective: 10/01/2021

Step	CAPS Staff Action
3	Give parent timely notice to comply with the requirements in the Appointment Letter and Verification Checklist (Appendix N) .
4	If the parent complies with all requirements in the Appointment Letter and Verification Checklist (Appendix N) , proceed with interview (Step 6).
5	If the parent does not respond, or does not comply with all requirements of the Appointment Letter and Verification Checklist (Appendix N) , contact the parent and follow up with a Disposition and Parent Information form (Appendix L) to the parent and child care provider. <ul style="list-style-type: none"> (A) The Disposition and Parent Information form (Appendix L) should be sent no later than 14 calendar days before the end of the current eligibility period. (B) The Disposition and Parent Information form (Appendix L) must include at a minimum, any missing items needed to determine eligibility, the last date of CAPS service, and a request for administrative hearing notice.
6	Conduct an interview either by phone, in person, or virtually. Review points required during an interview in the CAPS Determination of Eligibility Procedures (CAPS/01-3) .
7	Determine continued eligibility. <ul style="list-style-type: none"> (A) Complete on-going eligibility prior to the end of the current eligibility period to avoid disruption of service/subsidy payments. (B) New scholarships for on-going eligibility must be sent to the parent and child care provider.
8	Document the case record of all actions taken.

6.3.4 If the **parent** does not submit all required documentation before the end of the eligibility period, do the following:

Step	CAPS Staff Action
1	Close the case when the eligibility period ends.
2	Send the Disposition and Parent Information form (Appendix L) or other state approved letter to the parent and child care provider.
3	Document the case record of all actions taken.

6.3.5 If the **parent** completes the interview process and it is determined that he/she remains **eligible**, do the following:

Step	CAPS Staff Action
1	Update and document case record.
2	Create new scholarship that begins the Monday following the end of the previous scholarship. Note: Existing licensed providers who are not a Quality Rated Provider , which includes providers who are Star Rated, in CAPS/Quality Rated Probationary Status , or in CAPS/Quality Rated Provisional Status , cannot be issued any new scholarships. Families with existing scholarships at a Non-Quality Rated Provider must select a new provider. For additional information on Quality Rated refer to CAPS Quality Rated Guidelines and Requirements (Appendix II) .
3	Provide the Disposition and Parent Information form (Appendix L) or other state-approved letter with a copy of the scholarship to the parent and child care provider.
4	Provide consumer education information to the family. The consumer education information will consist of the following: <ul style="list-style-type: none"> • Goals of the subsidy program • Parent rights and responsibilities • Types of child care providers

CAPS Procedure – Redetermination	No.: CAPS/01-6	Effective Date: 10/01/2016
		Revised: 10/01/2021
		Revision Effective: 10/01/2021

Step	CAPS Staff Action
	<ul style="list-style-type: none"> • Child care options, assessing quality, and Quality Rated providers • 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
5	Document the case record of all actions taken.

6.4 Income at Redetermination

At each annual redetermination period, the family income must be verified.

Step	CAPS Staff Action
1	Complete the same process for redetermination as for initial eligibility. Refer to the CAPS Eligibility Requirements Policy (CAPS/00-6) for eligibility requirements. Refer to Appendix A for the CAPS maximum income chart to ensure the family remains under the maximum income limit.
2	<p>(A) Once calculated, the family's gross applicable income is compared to the maximum allowable income chart (Appendix A).</p> <p>(B) The family remains eligible if the gross applicable income does not exceed the maximum allowable federal limit of 85% SMI for the family unit size. New scholarships can be issued for ongoing services.</p>
3	<p>If at any time during the eligibility period the family's gross applicable income exceeds 85% SMI for four consecutive weeks, the case must be closed. Complete the following steps:</p> <p>(A) Send the Disposition and Parent Information form (Appendix L) to the parent and the child care provider within one day of the determination and at least 14 calendar days prior to the effective date of the adverse action.</p> <p>(B) The Disposition and Parent Information form (Appendix L) must contain, at a minimum, the reason for closure, the last date of CAPS subsidies, and the request for administrative hearing notice.</p>
4	Document the case record of all actions taken.

PROCEDURE REVISION HISTORY

Date	Description of Change
03/26/2018	Removed reference to Graduated Phase-out and income limits in section 6.4.

CAPS Procedure – Redetermination	No.: CAPS/01-6	Effective Date: 10/01/2016
		Revised: 10/01/2021
		Revision Effective: 10/01/2021

Date	Description of Change
10/01/2018	Added clarification that priority group status is not required at annual redetermination, but families should still be screened for priority groups at annual redetermination to determine if they qualify for any applicable policy exceptions.
10/01/2019	Revised language to note that CAPS will provide 14 days' notice of adverse actions.
07/01/2021	Added language, effective January 1, 2022, existing licensed providers who are not a Quality Rated Provider, which includes providers who are Star Rated, in a CAPS/Quality Rated Probational Status, or in a CAPS/Quality Rated Provisional Status, cannot be issued any new scholarships.
10/01/2021	Added language that families who identify with one of CAPS priority groups at redetermination may need to provide supporting verification documents to meet program eligibility. Revised language to state the interview can be conducted via phone, in person, or virtually. Added language to note the family must be provided consumer education information if determined eligible for ongoing services. Removed milestone date regarding CAPS/Quality Rated goal. Added additional information on Quality Rated can be viewed in the CAPS/Quality Rated Guidelines and Requirements (Appendix II).