



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

CAPS Policy – Annual Redetermination	No.: CAPS/00-14	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)

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.

14 ANNUAL REDETERMINATION

14.1 Purpose

Redetermination is the verification of continued eligibility for **Childcare and Parent Services (CAPS)**. The purpose of this policy is to establish guidelines for the annual redetermination of continued eligibility.

14.2 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.

14.3 Policy Content and Guidelines

- 14.3.1 Redeterminations shall be processed in the same manner as applications, with the exception of being required to be part of at least one CAPS priority group as prescribed in [CAPS Priority Groups Policy \(CAPS/00-7\)](#). Families 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).
- 14.3.2 Families that qualify as a member of a specific CAPS priority group as prescribed in [CAPS Priority Groups Policy \(CAPS/00-7\)](#) at redetermination, may need to provide supporting documentation to meet program eligibility.
- 14.3.3 CAPS eligibility shall be re-determined within 12 months of the last eligibility determination to ensure the parent remains eligible for services. Eligibility shall terminate at the end of the eligibility period unless the redetermination is completed and the family is determined eligible for on-going services.
- 14.3.4 Parents and their child care provider shall be notified of the redetermination at least 45 calendar days prior to the family's redetermination due date.
- 14.3.5 Each redetermination period requires the completion of a new application for services, supporting documents, and an interview with the parent (except for children in Georgia Division of Family and Children Services (DFCS) custody).
 - 14.3.5.1 Parents can participate in the interview via phone, in person, or virtually.
 - 14.3.5.2 Failure to participate in the interview may result in closure of the case.
- 14.3.6 Parents will be required to submit verification documents as prescribed in [CAPS Eligibility Requirements Policy \(CAPS/00-6\)](#) and [CAPS Income Calculations Policy \(CAPS/00-8\)](#). The parent will be given a specific time period to submit the supporting documents and information. Verification documents may be submitted in person, by mail, or online through the state's integrated eligibility system.
- 14.3.7 Redetermination documents submitted on or before the end of the current eligibility period shall be processed. If all required documents are not submitted on or before the end of the current eligibility period, the case may close. If a

CAPS Policy – Annual Redetermination	No.: CAPS/00-14	Effective Date: 10/01/2016
		Revised: 10/01/2021
		Revision Effective: 10/01/2021

case is closed for failure to submit all required documents, families may reapply as a new applicant and must meet all applicable eligibility requirements for new applicants.

- 14.3.8 The entire redetermination of eligibility process must be completed before the current scholarships expire to prevent disruption of child care services. This includes receipt and review of all documents, interviews, and notifications of on-going services.
- 14.3.9 At redetermination, if a family's gross applicable income increases but remains at or below the maximum allowable federal limit of 85% SMI, the family is eligible to remain in the program. The family fee will be calculated at redetermination based on the family's current gross applicable income.
- 14.3.10 If a family is determined eligible for on-going services, CAPS staff will provide consumer education information as prescribed in [CAPS Application Process Policy \(CAPS/00-4\)](#).
- 14.3.11 If a family is no longer eligible for services, the parent and child care provider must be properly notified of ineligibility within one day of the determination, providing 14 calendar days for adverse actions.

POLICY REVISION HISTORY

Date	Description of Change
03/26/2018	Removed reference to Graduated Phase-out in section 14.3.
07/01/2019	Revised language to note that a case will close if all required documents are not submitted on or before the end of the current eligibility period.
10/01/2019	Revised language to note that CAPS will provide 14 days' notice of adverse actions.
10/01/2021	Revised language to clarify redeterminations are processed in the same manner as applications, except being part of at least one of CAPS priority groups. Added language to clarify if a family identify with one of CAPS priority groups at redetermination, they may have to provide supporting documentation to support program eligibility. Revised language to clarify the case shall terminate at the end of the eligibility period, not the end of the redetermination month. Revised language to note the interview can be conducted via phone, in person, or virtually. Removed email and fax as a source to submit redetermination verification documents. Added language that CAPS staff will provide consumer education information to families eligible for ongoing services.