

CHILDCARE AND PARENT SERVICES (CAPS)

Section 6200: Application Process

REQUIREMENT	The application process includes: interviewing the client; verifying information; determining eligibility; linking the family to a child care provider; and certifying care within the required standard of promptness. When funding is not available to serve additional families.
BASIC CONSIDERATIONS	<p>6203 - Application, Initial Certification</p> <p>The application process begins upon receipt of the child care application and ends when the case manager links the client to a child care provider, or determines the client is ineligible and has notified the client of their eligibility status. Upon receipt of the application the case manager has 30 calendar days to determine eligibility.</p> <p>A face-to-face interview is <u>not</u> required to complete the application or recertification process.</p> <p>The following options may be used to complete the process:</p> <ul style="list-style-type: none">• Phone Interview• Mail In• Email, Fax or• Face-to-Face <p>The application or requested information may be submitted by mail, fax, e-mail or in person to the local county office.</p> <p>The application and certification portion of the process is completed when:</p> <ul style="list-style-type: none">• The applicant/client voluntarily withdraws the request for service;• The case manager documents loss of contact;• The applicant dies;• The case manager determines if the applicant/client is eligible or ineligible; <p><u>Agency's Responsibility</u></p> <p>The child care case manager shall provide the applicant/client with the following information:</p> <ul style="list-style-type: none">• Criteria for child care service;• Types of child care providers;• List of child care providers in the area;• Available resources to assist parents with selecting the most appropriate child care arrangements (i.e. R & R);• Provide a copy of Brochure 59 if clients selects an informal provider• Applicant/client rights & responsibilities; and• Obligations of the local county department;• HIPAA form

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**BASIC
CONSIDERATIONS
Cont.**

Client's Responsibility

Information given by the applicant/client forms the basis of certification for services. Failure on the part of the applicant/client to provide information necessary for the agency to make a timely decision may result in the denial of application for services. The applicant/client should submit the required information to the local county department within **five calendar days** of request.

Application for child care services (CAPS application) for all applicants except Supplemental Supervision and Social Services related cases(See Section 6300).

All applicants seeking child care services should apply on-line through the Common Point of Access to Social Services (COMPASS) portal. Access to the portal is <http://compass.ga.gov>. If the applicant does not have access to a computer with on-line access, a paper application can be accepted, however county staff should provide resources to local areas where the client may have access to a computer

The responsible adult with whom the child resides and who is in need of child care services should sign the application. When a minor parent applies for services the minor parent should sign the CAPS application.

Completed applications must include a handwritten or electronic signature by the applicant.

Application for Child Care Services

Statement = Client Statement
V = Verify by Third Party Source

Criteria	Requirement for CAPS
Active participation in activity	V
Age	Statement
Citizenship	V (for children receiving care)
Gross income	V
Identity	V
Marital Status	Statement
Number in family unit	Statement
Open Court Ordered Supervision	V (if applicable)
Open CPS case	V (if applicable)
Public Assistance Status	V
Reason for TANF ineligibility	V (TCC only)
Relationship	Statement
Georgia Residency	V

The applicant's failure to cooperate could delay processing the application, making a decision and/or the first day of service. **Services may be denied if the applicant fails to provide information needed to verify eligibility timely.** Any failure or delay by the applicant should be documented on the Contact Sheet, Case activity log, or other approved case recording form.

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BASIC CONSIDERATIONS Cont.

Grandparents Raising Grandchildren

Grandparents Raising Grandchildren (GRG) must meet **all** the eligibility criteria listed below to receive priority services:

- Be at least age 60 or under age 60 and receiving SSI or RSDI disability
- Reside with a grandchild under age 5
- Receive TANF child/payee only benefits for grandchild (ren)
- Have household income below 160% of the Federal Poverty Level

Note: In two grandparent households, only one grandparent has to meet the GRG requirement.

Initial CAPS Applicants - Counties should explore the availability of other child care resources prior to starting the application process for the CAPS program, i.e., Head Start and Pre-K programs. If no other child care resources are available and the GRG meets **all** the eligibility criteria listed above, counties must:

- Schedule an appointment to begin the CAPS application process within 5 days of receiving a request for child care
- Follow regular CAPS procedures to process the application
- Assign GRG to appropriate UAS Code
- Complete Form 713G to refer GRG for other resources, if applicable
- Document case record

Note: If the GRG **does not** meet all eligibility criteria, follow regular CAPS policy and procedures to process applications. Counties should complete Form 713G to refer the GRG to other appropriate services.

Current CAPS Recipients – Counties should assess existing cases at review, recertification, or upon request to determine if the adults meet the criteria for GRG. If the GRG meets **all** the eligibility criteria listed above, counties must:

- Explain options to the GRG (i.e. potentially eligible for TANF-child/payee only; exempt from activity requirement)
- Complete Form 713G to refer GRG to other resources (if applicable)
- Document case record

Note: Counties should not discourage grandparents from participating in their existing activity nor should counties penalize eligible GRG who choose to end their activity.

Tracking for GRG

The State Provider Management System tracks all GRG clients receiving CAPS subsidy child care. This report contains the following data for the previous month:

- The number of GRG applications taken
- The number of GRG applications approved/denied
- The number of grandchildren under 5 approved/denied services
- The cost to serve eligible grandchildren

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<p>BASIC CONSIDERATIONS Cont.</p>	<p><u>Family Unit</u> Parent/Guardian or responsible person and minor in the home for whom they are responsible. An adult or a minor parent may head a family unit. A household may include more than one family unit.</p> <p>When two adults are married to one another and are residing in the same household, they are a family unit responsible for his/her/their child (ren), even if they do not have a child in common.</p> <ul style="list-style-type: none">• When two adults reside together and have child(ren) in common, the adults and his/her/their child(ren) are considered one family unit.• When two minor parents reside together and there is a child in common, then both minor parents and his/her/their child(ren) are considered a family unit.• When two minor parents reside together, are not married, and there is no child in common, then EACH minor parent with his/her child(ren) is one family unit.• When two or more adults reside together, are not married, and there is no child(ren) in common, then each adult and his/her child(ren) are a separate family unit.• When a minor parent and an adult reside together and are not married, and there is no child in common, then the minor parent and his/her child(ren) are a separate family unit.• When a minor parent and an adult reside together and have a child in common, the adult, minor parent and his/her/their child(ren) are considered one family unit.• When a minor parent is married and resides with his/her spouse in the same household, they are a family unit responsible for his/her child(ren) even if there are no children in common.• When a minor parent lives with major parent(s); the minor parent and the minor parent's child (ren) are considered a separate family unit from the major parent(s). <p>Note: When an application for CAPS services is received and the State Office or other governing entity determines that CAPS funds are not available to serve additional families and the applicant does not meet the criteria for priority services, the case should be denied in SPMS using the correct coding to ensure proper tracking of clients who were denied due to lack of funding. Applicants should be notified via Form 62 or other state approved letter of their application status.</p>
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