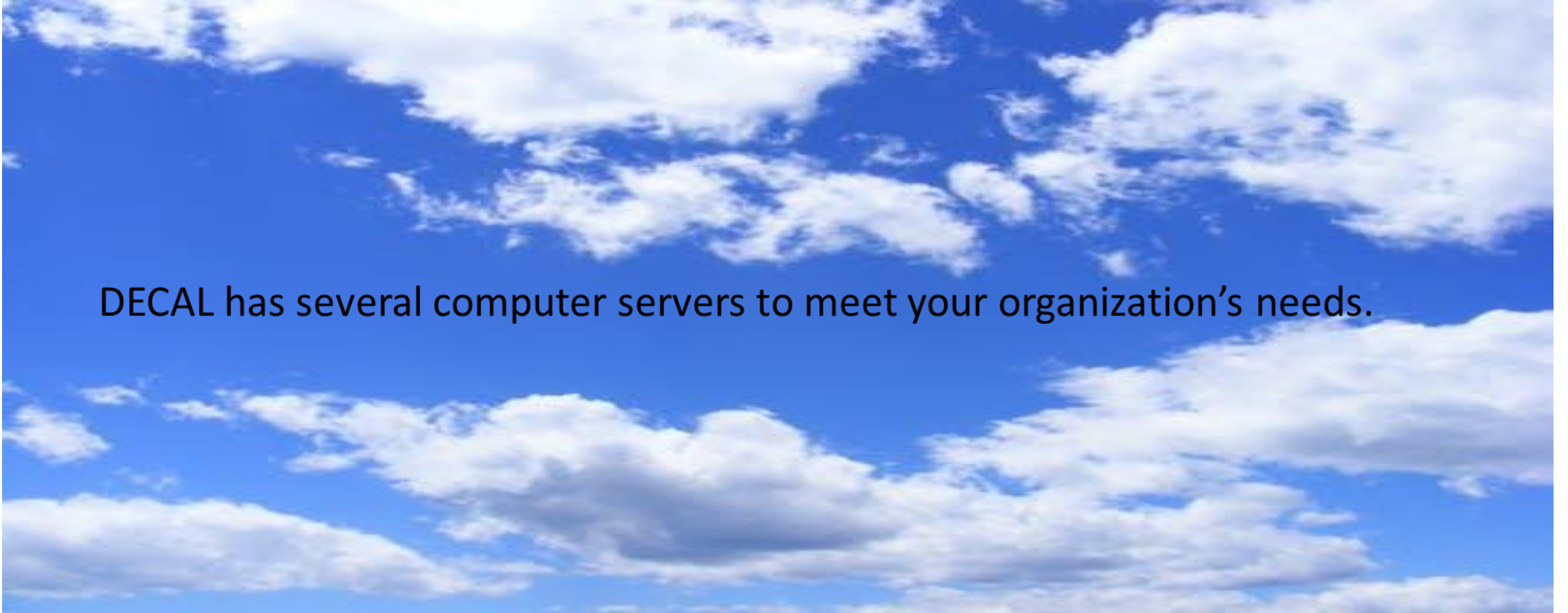


DECAL

DECAL has several computer servers to meet your organization's needs.



The servers used most often at DECAL:

1. www.decgal.ga.gov
2. www.decalkoala.com
3. www.polar.decgal.ga.gov
4. www.panda.ga.gov
5. www.decgalatlas.com

- The two most used servers are number 1 and number 2.
- All servers are named after bears except number one.

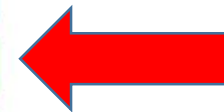
1. www.dec.state.ga.us

- This is DECAL's main website.
- Every department's information at DECAL can be found on this website.
- Applications, forms, instructions, rules, and regulations can be found here.
- Use the toolbar and tabs to navigate the site.
- The Criminal Records Check Department can be found here.

1. www.decal.ga.gov for Criminal Records Check



- Find Child Care
- Find Georgia's Pre-K
- Find a Meal Site
- Criminal Records Check
- License Fee Payments
- FAQ



The Criminal Records Check page has all the information relating to background checks.

1. Updated information on CRC.
2. Out of State Contacts
3. Providers
4. Potential Employees
5. Support Centers
6. Documents List
 - a. Livescan Instructions
 - b. Comprehensive Background Check Policy
 - c. Criminal Records Check Requirements
 - d. How to read Preliminary Records Check Determinations
 - e. Applicant's Privacy Rights
 - f. Criminal Records Check Paper Application

The screenshot shows the Georgia Department of Early Care and Learning (DECAL) website. The header includes the DECAL logo and navigation links for Agency, Programs, Families, Teachers, Providers, and Contact Us. The main content area is titled 'CRIMINAL RECORDS CHECK' and contains the following sections:

- CRIMINAL RECORDS CHECK**: Individuals working in license-exempt programs that receive CAPS subsidy, working in licensed child care programs or residing (aged 17 or older) at a program must undergo a comprehensive background check and obtain a satisfactory determination from DECAL.
- UPCOMING CHANGES TO THE BACKGROUND CHECK REQUIREMENT**: On and after October 1, 2015, several changes are listed, including the requirement for fingerprint-based background checks and the new definition of Provisional Employee.
- Out of State Contacts**: Click here to see instructions for individuals that lived outside of Georgia within the last five years.
- Providers**: Click here to submit an online records check application in DECAL KOALA for your facility.
- Potential Employees**: Click here to submit an online records check application for facility approval.
- Support Centers**: Click here to submit an online records check application in DECAL KOALA for your Support Center.
- Documents List**: A list of documents including Criminal Records Check Livescan Instructions, Comprehensive Background Check Policy, Criminal Records Check Requirements, How to Read Preliminary Records Check Determinations, Applicant's Privacy Rights, and Criminal Record Check Paper Application.

Red arrows point to the 'UPCOMING CHANGES TO THE BACKGROUND CHECK REQUIREMENT' section, the 'Out of State Contacts' section, the 'Providers' section, the 'Potential Employees' section, the 'Support Centers' section, and the 'Documents List' section.

2. www.decalkoala.com

1. Your general facility information can be found and updated from your account page.
2. You can print your license from your account page.
3. You can submit your required reporting here.
4. You can pay your annual license fee online.
5. You can pay enforcement fines for adverse actions online.
6. You can see your visit reports online.
7. You can enter all CRC information on the website.
 - add applications
 - portability of letters
 - approve new applications
 - do comprehensive authorizations with the employee (red triangles)
 - hide applications of people no longer employed at the facility

2. www.decalkoala.com for Criminal Records Check

https://decalkoala.com/Default.aspx?ReturnUrl=%2fProvider%2fCBC

View Favorites Tools Help

Web Site Child and A... Suggested Sites Web Slice Gallery

DECAL **KOALA**
Kids Online Administrative Licensing Application

Welcome

User Name

Password

Sign In

[Need Help With Login?](#)

Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs, approved exempt programs and registered support centers. When you activate your DECAL KOALA account, you can log in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to decalkoala@decals.ga.gov

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)


www.decalkoala.com

“Welcome”

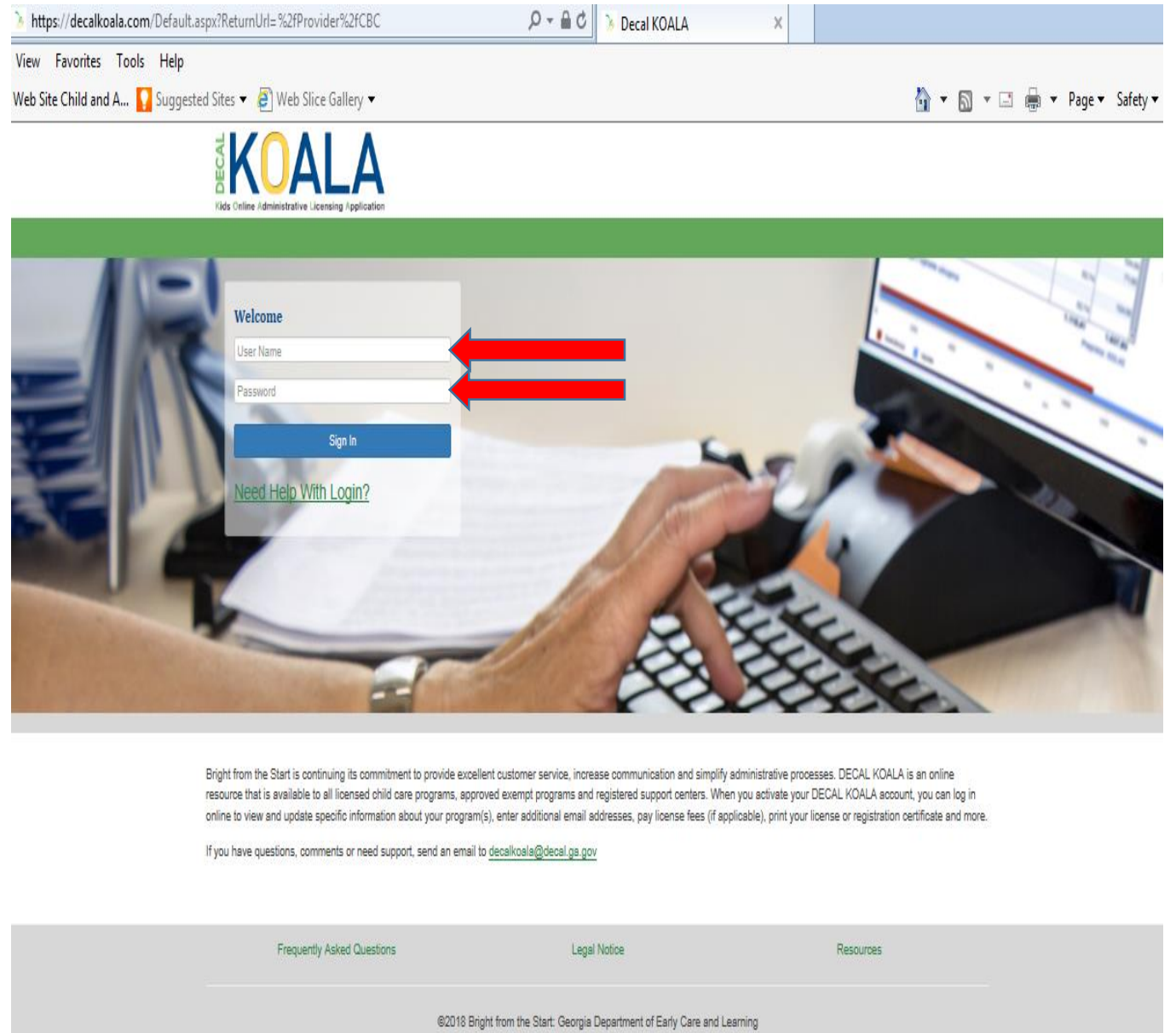
Enter User Name in the blank space.

Your user name is your license number (CCLC-, FCCLH-, SUPP-, or EX- _____). Enter your License Number.

You will enter your password or setup a password by clicking “Need Help With Login”. Enter your password and click “Sign In”.

You will be on the Home page of Koala with the home button at the top left 

From the **green menu bar** you can access all functions of your Koala account.



The screenshot shows a web browser window with the URL <https://decalkoala.com/Default.aspx?ReturnUrl=%2FProvider%2FCBC>. The page title is "Decal KOALA". The navigation menu includes "View", "Favorites", "Tools", and "Help". Below the navigation menu, there are links for "Web Site Child and A...", "Suggested Sites", and "Web Slice Gallery". The main content area features the "DECAL KOALA" logo with the tagline "Kids Online Administrative Licensing Application". A green horizontal bar is positioned above a large image of a person's hands typing on a keyboard. Overlaid on this image is a "Welcome" login form with fields for "User Name" and "Password", a "Sign In" button, and a link for "Need Help With Login?". Two red arrows point to the "User Name" and "Password" input fields. At the bottom of the page, there are links for "Frequently Asked Questions", "Legal Notice", and "Resources". The footer contains the copyright notice: "©2018 Bright from the Start: Georgia Department of Early Care and Learning".