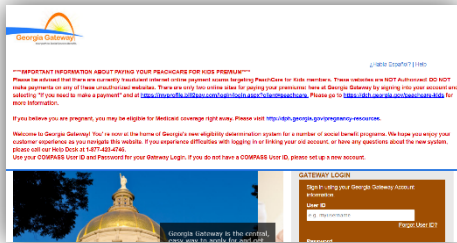


SUMMER TRANSITION PROGRAM FAMILY: HOW TO APPLY FOR CAPS

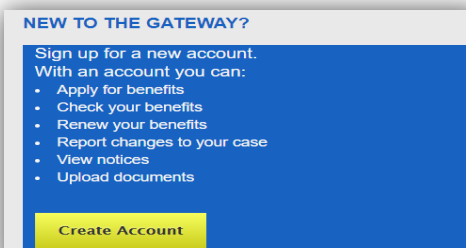
1 GO TO GEORGIA GATEWAY

Web Address: <https://gateway.ga.gov/>



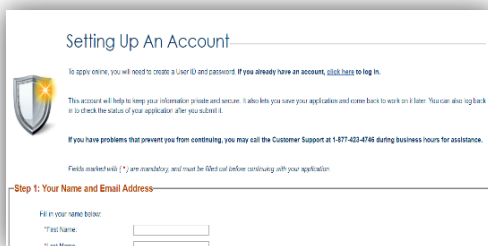
2 CREATE AN ACCOUNT

- If you have a Gateway Account (Medicaid, TANF, WIC, SNAP, etc.) start at Step 4 and “Start an Application for Childcare”.
- If you DO NOT have a Gateway account, scroll down towards the bottom of the screen and click “Create Account”



3 SETUP AN ACCOUNT

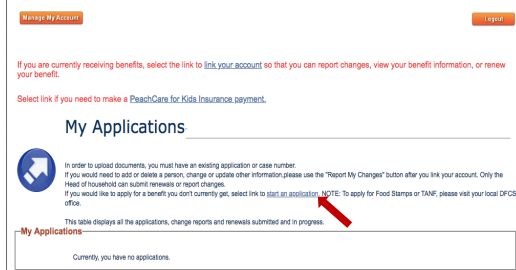
Complete 4-Step process to Setup an account



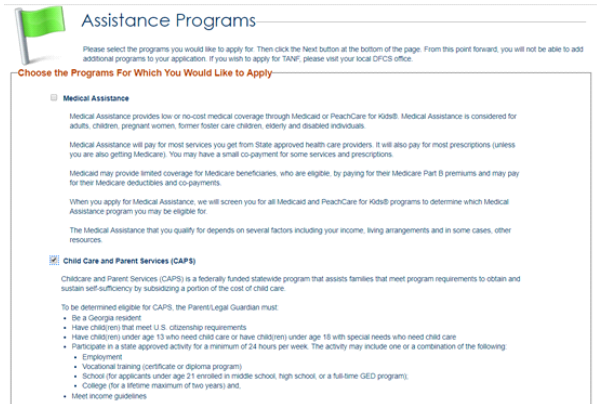
CONTINUED ON BACK

4 START AN APPLICATION

Click on “Start an Application”



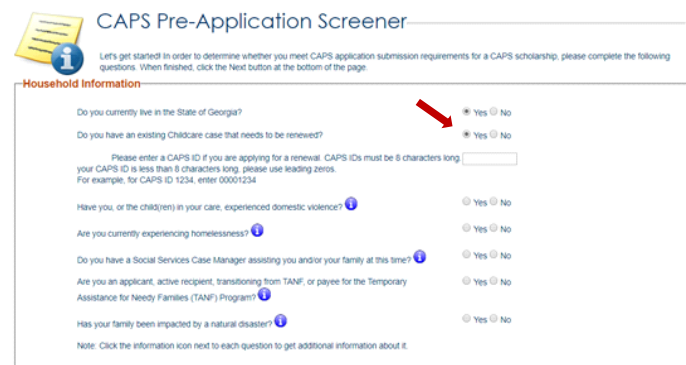
Select the box for “Child Care and Parent Services” Application



5 PRE-APPLICATION SCREENER

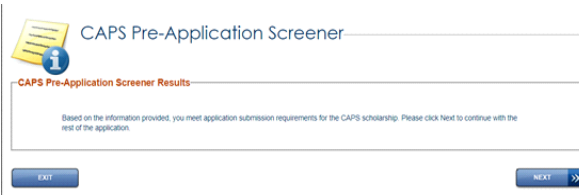
IMPORTANT:

- Select “YES” for “Do you have an existing Childcare case that needs to be renewed?”
- Do not put anything in the (Leave Blank)
- Answer remaining questions



6 SUCCESSFUL PRE-SCREENER

If you do not receive the following message
“Based on the information provided, you meet application submission requirements for the CAPS scholarship. Please click Next to continue with the rest of the application”, notify your provider.



CAPS Pre-Application Screener

CAPS Pre-Application Screener Results

Based on the information provided, you meet application submission requirements for the CAPS scholarship. Please click Next to continue with the rest of the application.

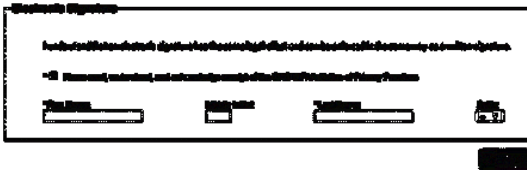
EXIT NEXT >>

7 COMPLETE APPLICATION & SUBMIT DOCUMENTS

- **Upload documents to verify the following:**
 - Georgia Residency
 - Child’s Age & Citizenship
 - Immunization
 - Parent Identity
 - Activity
 - Income

8 SIGN APPLICATION

- **Sign your application electronically**



Electronic Signature

I have agreed to submit this application for myself and/or my family. By signing this application electronically, I certify under penalty of perjury and false swearing that my answers are true and accurate to the best of my knowledge, including information provided about the citizenship or immigration status for each household member applying for benefits. I also certify that:

I agree to submit this change by electronic means. By signing this change electronically, I understand that an electronic signature has the same legal effect and can be enforced in the same ways as a written signature.

I understand the questions and statements on this application.

I have read and understand my Rights & Responsibilities in the box above.

I understand the penalties for giving false information or breaking the rules.

I understand that the agency may contact other persons or organizations to obtain needed proof of my eligibility and level of benefits.

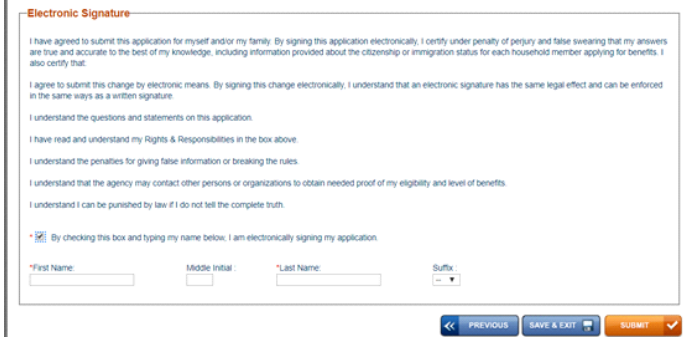
I understand I can be punished by law if I do not tell the complete truth.

* By checking this box and typing my name below, I am electronically signing my application.

*First Name: _____ Middle Initial: _____ *Last Name: _____ Suffix: _____

9 SUBMIT APPLICATION

- **Submit your application**



Electronic Signature

I have agreed to submit this application for myself and/or my family. By signing this application electronically, I certify under penalty of perjury and false swearing that my answers are true and accurate to the best of my knowledge, including information provided about the citizenship or immigration status for each household member applying for benefits. I also certify that:

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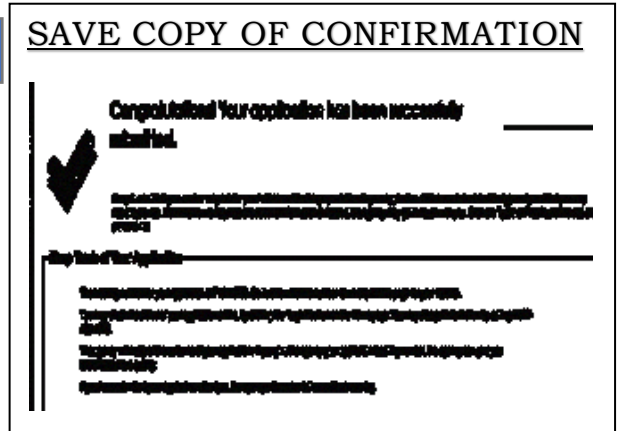
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* By checking this box and typing my name below, I am electronically signing my application.

*First Name: _____ Middle Initial: _____ *Last Name: _____ Suffix: _____

PREVIOUS SAVE & EXIT SUBMIT

10 SAVE COPY OF CONFIRMATION



Congratulations! Your application has been successfully submitted.

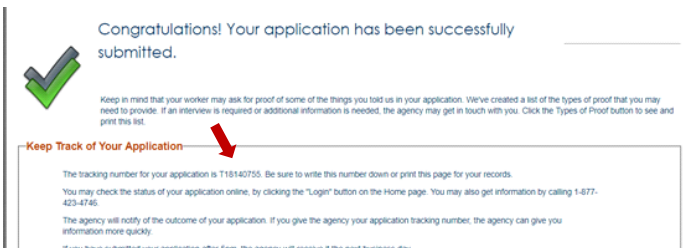
Keep Track of Your Application

The tracking number for your application is T18140755. Be sure to write this number down or print this page for your records. You may check the status of your application online, by clicking the “Login” button on the Home page. You may also get information by calling 1-877-423-4746. The agency will notify of the outcome of your application, if you give the agency your application tracking number; the agency can give you information more quickly. If you have submitted your application after 5pm, the agency will receive it the next business day.

11 NOTIFY YOUR TRANSITION COACH

IMPORTANT:

- **Let your Transition Coach know you have applied for CAPS**
- **Give your provider the “Tracking Number” for your application.**



Congratulations! Your application has been successfully submitted.

Keep in mind that your worker may ask for proof of some of the things you told us in your application. We’ve created a list of the types of proof that you may need to provide. If an interview is required or additional information is needed, the agency may get in touch with you. Click the “Types of Proof” button to see and print this list.

Keep Track of Your Application

The tracking number for your application is T18140755. Be sure to write this number down or print this page for your records. You may check the status of your application online, by clicking the “Login” button on the Home page. You may also get information by calling 1-877-423-4746. The agency will notify of the outcome of your application, if you give the agency your application tracking number; the agency can give you information more quickly. If you have submitted your application after 5pm, the agency will receive it the next business day.