• Provide families the “Summer Transition Program Family: How to Apply for CAPS” document
• Ask family to notify you after they have submitted a CAPS application on the Georgia Gateway website (gateway.ga.gov) and provide you with the Tracking Number they received after successfully submitting an application. The following is an example of the information the family will receive.
• The Application Number starts with a “T” and is needed to complete the next steps.

After you receive the Tracking Number, follow the steps below to ensure the CAPS staff can identify the application and process timely.

1. **GO TO THE CAPS HOMEPAGE**
   Open your browser and go to [http://www.caps.decal.ga.gov/](http://www.caps.decal.ga.gov/)
   Select “Contact Us” in upper right-hand corner

2. **SELECT YOUR ROLE**
   Select “Child Care Provider”
COMPLETE FORM
Complete all applicable fields including “Your Name”

Include the following language for each family:
- **“CAPS Application for family transitioning from Summer Transition Program”**
- **Parent Name:**
- **Child(ren) Name(s):**
- **CAPS Application Number:** (Provided by Family and starts with “T” - see above)

Important Information:
- If the family receives a message that they are not eligible after completing the Pre-Screener, please ensure that the family has selected “YES” for the question “Do you have an existing Childcare case that needs to be renewed?”. If they have and still receive the error, contact CAPS.
- **CAPS Contacts**
  - Tina Brown, Scholarship Administration Manager
  - Tina.Brown@decal.ga.gov  (470) 446-1499