This document provides answers to frequently asked questions about the POWER Supplemental Payments and will be updated on a regular basis as more information becomes available. Additional information on the application process, required verifications of employment, and other requirements will be provided to all eligible providers and professionals. Questions about POWER Supplemental Payments can be emailed to supplementalpayments@decal.ga.gov.

ELIGIBILITY

Who is eligible to receive a POWER Supplemental Payment?
POWER Supplemental Payments are available to Georgia’s early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia’s Pre-K lead and assistant teachers in public schools. The bonus is intended to support ECE professionals working directly with children and their families. Professionals must be a United States citizen, legal permanent resident of the United States, or a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien registration number issued by the Department of Homeland Security or other federal immigration agency.

Examples of eligible positions include:
- Family Child Care Learning Home Provider
- Family Child Care Learning Home Teacher or Aide
- Child Care Center Teacher
- Child Care Center Assistant Teacher
- Child Care Center Director
- Child Care Center Assistant Director
- Child Care Center Cook/Nutrition Staff
- Child Care Center Bus Driver
- Child Care Center Floater
- Child Care Center Custodian/Janitorial Staff
- Child Care Center Family Service/Transition Coach Staff Working Directly with Families
- Early Head Start/Head Start Lead Teacher
- Early Head Start/Head Start Assistant Teacher
- Early Head Start/Head Start Center Director
- Early Head Start/Head Start Center Assistant Director
- Early Head Start/Head Start Home-Based Visitation Direct Service Staff
- Early Head Start/Head Start Family and Community Engagement Direct Service Staff
- Georgia’s Pre-K Lead Teacher (private or public)
- Georgia’s Pre-K Assistant Teacher (private or public)

What are the eligibility requirements to receive a POWER Supplemental Payment?
To be eligible for the payment, ECE professionals must meet the following criteria:
- Must be employed by an eligible program six weeks prior to application
- Must work on site at an eligible program at least 20 hours per week
- Corporate or district level staff working in a central office are not eligible.
- Volunteer work, practicums, substitute assignments, and internships do not qualify.
- Contractors who work for a staffing service and are not direct employees of the program are not eligible.

**What types of ECE programs in Georgia are considered eligible programs?**
To be eligible for the payment, ECE professionals must work in one of the following eligible programs:

- A Georgia child care center program licensed by DECAL or DOD
- An exempt Georgia Head Start or Early Head Start program
- Georgia’s Pre-K Program provider (private or public)

**Does the program need to be open for an employee to be eligible?**
A program must be open and serving children at the time of applying for the payment. Employees of a program experiencing a temporary closure due to COVID-19 or a facility issue (i.e., water damage) are eligible.

**APPLICATION PROCESS**

**How can I apply for my payment if I am an employee of a child care program, Head Start program, or Early Head Start program?**
At this time, DECAL is still developing the online application. The application information and timeline will be posted on the DECAL website when available. DECAL will notify employers when the initial application is available.

Please note, the process below does not apply to payments for Georgia’s Pre-K Program Lead and Assistant Teachers employed by local school systems. DECAL will pay the funds directly to the school system for supplemental payments for Georgia’s Pre-K Lead and Assistant Teachers employed by the system. The school system will not have to complete an application and will be responsible for distributing the supplemental payments to the teachers.

Applications will be completed in a two-step process:

- Employers will complete an application through KOALA that will include information for each eligible employee. As part of the application, employers will upload a notarized affirmation of employment, supporting documentation of employment, and a notarized verification of lawful presence with appropriate documentation (e.g., driver’s license) for each employee. Each individual employee will be responsible for providing the required documentation to their employer to include in the application.
- After the employer has completed the application and employee eligibility has been verified, each individual employee will be contacted to verify the information provided and to confirm payment preference (ACH or paper check). After the confirmation process has been completed, payments will be distributed.

**What can employees do to make the process run as smoothly as possible?**
Make sure your employer has your most up-to-date information, including home address, personal email address, and telephone number. This information will be used to contact you to verify your eligibility and to determine how you wish to receive your payment. If incorrect information is provided by your employer, it may slow down payment processing times. Also, make sure to work with your employer to complete the required documents in a timely manner. This includes a notarized affirmation of employment, supporting documentation of employment, and a notarized verification of lawful presence with appropriate documentation (e.g., driver’s license) for each employee. Each individual
employee will be responsible for providing the required documentation to their employer to include in the application. These forms will be included in the application when it is available.

Here are some additional steps individuals can take now to be prepared for when the application becomes available:

If you are an **Employer**:
- Update your employee information to have current name, address, phone number and individual email address for all eligible employees.
- Encourage all eligible employees to obtain or locate their GaPDS (Georgia Professional Development System) number.
- Update KOALA to be sure it has the most current information on your program and staff.

If you are a **FCCLH or Director/Owner** and do not pay yourself W-2 wages, gather a copy of last year’s Schedule C, Schedule K, or other federal tax document for verification of employment.

If you are an **Employee**:
- Locate your identification to be used for an Affidavit for Lawful Presence Verification. The following list contains documents that are verifiable for identification purposes:
  - **A driver's license** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, providing that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **A United States passport or passport card** [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **An original or certified copy of a birth certificate** issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **A United States Permanent Resident Card or Alien Registration Receipt Card** [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **A United States military identification card** [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **An identification card** issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, providing that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **A tribal identification card** of a federally recognized Native American tribe, provided it contains a photograph of the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: http://www.bia.gov/WhoWeAre?BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm [O.C.G.A. 50-36-2(b)(3);8 CFR 274a.2] [O.C.G.A. 50-36-2(b)(3);8 CFR 274a.2]
  - **An Employment Authorization Document** that contains a photograph of the bearer [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
  - **A passport issued by a foreign government** [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]
A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

A Free and secure Trade (FAST) card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

A NEXUS card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

A driver's license issued by a Canadian government authority [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

Certification of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.2]

Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A.§ 50-36-2(b)(3);8 CFR § 274a.21]

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.

- Make sure your ID has your current legal name on it (if you recently changed your name and your ID has not been updated, now is the time to get that new ID).
- Have an individual email address that works and that you check on a regular basis.
- Have a current phone number where you can be reached.
- Locate or obtain a GaPDS number by visiting www.gapds.decal.ga.gov.
- Have copies of your most recent pay stubs that show your employer’s name, your name, and the date of payment.

How will the funds be distributed to early childhood professionals employed by a child care program, Early Head Start program, and Head Start program?

Once the application process has been completed and eligibility has been confirmed, individuals will be contacted to verify their information and their payment preference (ACH or paper check). Once this information has been provided and verified, payment will be made directly to the individual. Payments will be processed by DECAL Scholars.

**PAYMENTS**

When will the POWER Supplemental Payments be distributed?

Payments will be made in late spring and summer 2021.
How will the supplemental payments for Georgia’s Pre-K Lead and Assistant Teachers employed by a local system be distributed?
The funds will be paid to the school system and the school system will pay the teachers directly.

Is the payment taxable?
Yes, the payment is considered taxable income. Please contact a tax professional with any questions you have about how to report this on your taxes.