



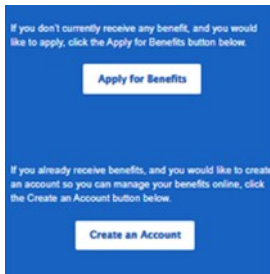
## How to Apply for a CAPS Scholarship

### Step One: Go to Georgia Gateway

- Georgia Gateway is available at <https://gateway.ga.gov/>.

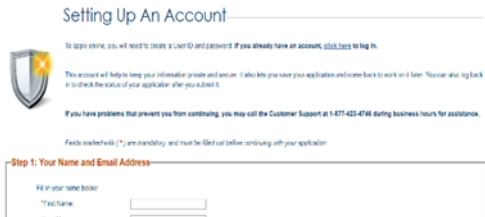
### Step Two: Access or Create an Account

- If you have a Gateway account (Medicaid, TANF, WIC, SNAP, etc.) start at Step 4 and “Start an Application for Child Care and Parent Services.”
- If you do not have a Gateway account, scroll down, and click “Create Account.”



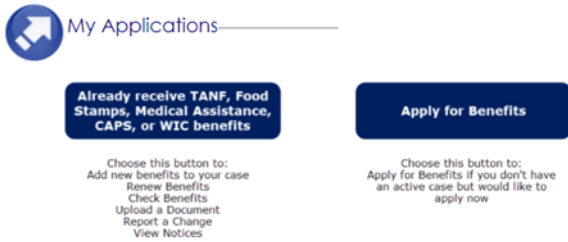
### Step Three: Creating an Account

- Follow the on-screen instructions on the four-step process to create an account.



### Step Four: Start an Application

- First, select “Apply for Benefits.”



- Then, select the “Child Care and Parent Services” box.





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### Step Five: Complete the Pre-Application Screener

- Answer all screener questions and complete the “People in Your Home” section.

### Step Six: Review the Pre-Screener Outcome

- If you receive the following message: “...you meet application submission requirements....,” select “Next” to complete the rest of the application. Otherwise, you will receive a message that indicates that you are not eligible for CAPS.

### Step Seven: Complete Application & Submit Documents

- Complete the rest of the application in Gateway.
- Then, upload documents that verify the following information:
  - Georgia Residency
  - Child’s Age & Citizenship
  - Immunization
  - Parent Identify
  - State Approved Activity
  - Income

### Step Eight: Sign Your Application

- Sign your application using an electronic signature.



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### Step Nine: Submit Your Application

- Submit your application by clicking the “Submit” button.

**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:

[PREVIOUS](#) [SAVE & EXIT](#) [SUBMIT](#)

### Step Ten: Save a Copy of Your Confirmation

- Please save a copy of your application submission confirmation for your records.

 **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.

### Step Eleven: Notify Your Provider

- Let your provider know that you have applied for CAPS and the message you received regarding your eligibility.
  - If you received a tracking number in Step Ten, give the number to your provider.
  - If you received a message in the pre-screener (Step Six) that you were not eligible for CAPS, tell your provider you were not eligible for a scholarship.

 **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.

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### Next Steps

- If your application was successfully submitted and you received an application tracking number, a CAPS team member will reach out to you to complete your eligibility determination process.
- After you complete the eligibility determination process with the CAPS team member, you will receive an official eligibility notice.
- If you are eligible for a scholarship, your child care program can begin to bill CAPS for child care.