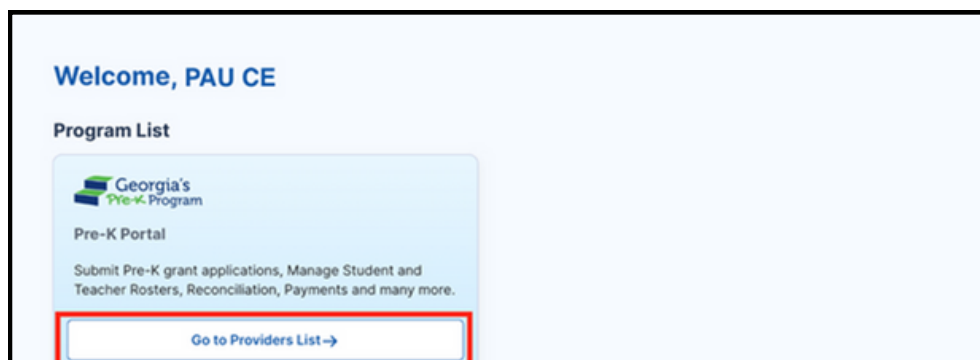


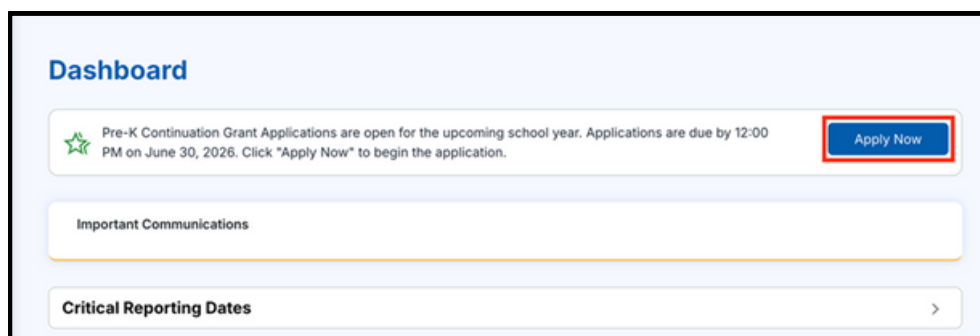
## What is this?

This quick reference guide provides step-by-step instructions for programs who would like to continue their grant agreements (with site or location changes) for the upcoming school year.

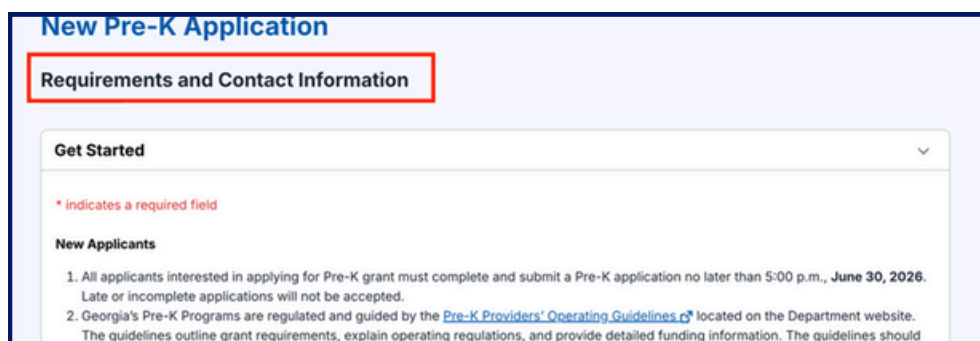
**Login to the GAPREK Provider Portal (note: the Project Director/ Primary Authorized User roles must be used). On the Pre-K Portal tile, click “Go To Providers List”.**



**On your Dashboard, click the “Apply Now” Button.**



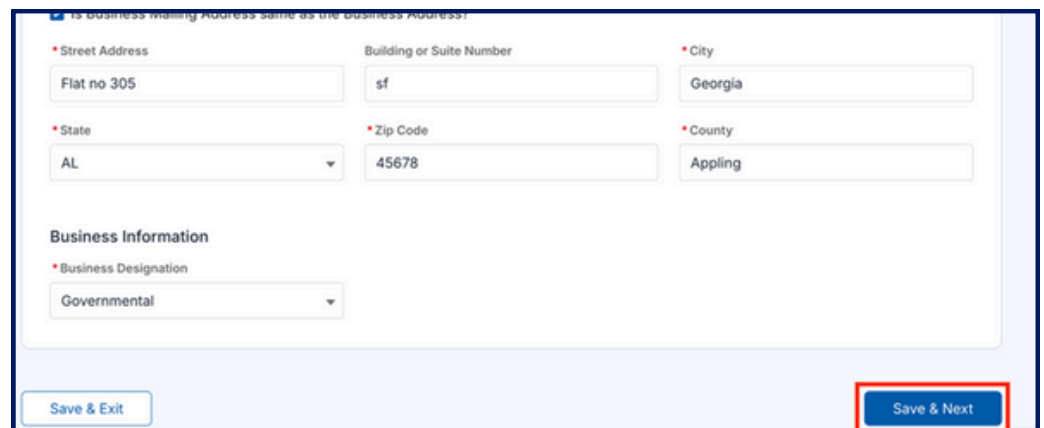
**Requirements and Contact Information will be displayed.**



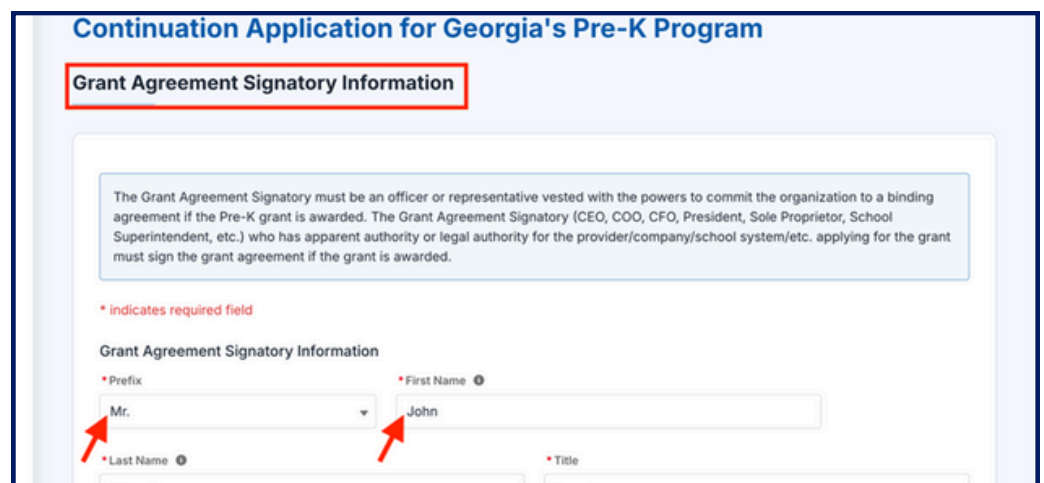
Read the instructions then click the “I affirm” checkbox.

A screenshot of a form section with a checkbox labeled "I affirm that I have read and understood the instructions." The checkbox is checked, and a red arrow points to it.

Review (and update if needed) the Contact Information, then click “Save & Next”.

A screenshot of a form titled "Is business mailing Address same as the business Address?". The form contains several input fields: "Street Address" (Flat no 305), "Building or Suite Number" (sf), "City" (Georgia), "State" (AL), "Zip Code" (45678), and "County" (Appling). Below these is a "Business Information" section with a "Business Designation" dropdown menu set to "Governmental". At the bottom right, there is a "Save & Next" button highlighted with a red box.

The Grant Agreement Signatory Page will be displayed. If changes need to be made, document here. Verification will be needed if any changes are made.

A screenshot of a page titled "Continuation Application for Georgia's Pre-K Program". The main heading is "Grant Agreement Signatory Information", which is highlighted with a red box. Below this is a text box explaining the role of the Grant Agreement Signatory. Further down, there is a section for "Grant Agreement Signatory Information" with fields for "Prefix" (Mr.), "First Name" (John), "Last Name", and "Title". Red arrows point to the "Prefix" and "First Name" fields.

Review the details in the Grant Agreement Signatory Business Address and Mailing Address sections, then click “Save & Next”.

The Site Information page will be displayed. Licensed providers should import sites from KOALA and non-licensed providers will add a new site manually. Click the “Save & Next” button if you wish to continue submitting your Application without adding a site for expansion.

The Add New Site Pop-up window will be displayed. Enter the appropriate fields.

Complete the Mailing Address, Services Provided, and Number of Pre-K Classes sections.

Answer the required questions and select the “Submit” button.

A Success Message will be displayed and you will be directed to the Site Information Page. Select the “Save & Next” button. You can add more classes to the site by selecting the “Add Class” button to an existing site.

The Document Upload Page will be displayed. To submit the documents, click the Upload button, then click the “Save & Next” button.

Online Access Agreement Unsubmitted Upload

\* Secretary of State (SOS) document (articles of incorporation or certificate of incorporation) Unsubmitted Upload

**Site-specific documents**

Summer Program

\* Pictures of the playground intended for Pre-K use Unsubmitted Upload

\* Pictures of the outside of the site Unsubmitted Upload

The Program Assurance Page will be displayed. Select the checkboxes to affirm, enter Name, then click the “Save & Next” button.

☒ All information provided in this application is true and accurate. I understand that falsifying information reported will result in automatic termination of the grant agreement.

☒ I understand that all information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).

☒ I will conduct my business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federal tax requirements, compliance with rules and regulations of the Secretary of State's office, the State Department of Audits, and other state agencies, as applicable, and appropriate settlement of employee and other financial obligations.

☒ I have read and agree to comply with the Pre-K Provider's Operating Guidelines.

**Signature of Grant Agreement Signatory**

\* Name: Paresh D \* Title: Secretary \* Date of Signature: 12/16/2024

Save & Exit Previous **Save & Next**

The Review & Submit page will be displayed. Review the information and click the “Submit” button.

agreement.

☒ I understand that all information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).

☒ I will conduct my business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federal tax requirements, compliance with rules and regulations of the Secretary of State's office, the State Department of Audits, and other state agencies, as applicable, and appropriate settlement of employee and other financial obligations.

☒ I have read and agree to comply with the Pre-K Provider's Operating Guidelines.

**Signature of Grant Agreement Signatory**

\* Name: Paresh D \* Title: Secretary \* Date of signature: Dec 16, 2024

Save & Exit Previous **Submit**

# Continuation Applications With Changes (Expansion)

**Upon successful submission, the Reference Application Number will be displayed along with the “Submitted Successfully” status.**

Welcome to **Testing VLP 02** | Provider ID: 869355 [← Return to Pre-K provider list](#)

**Continuation Pre-K Grant Application Submitted**

✓ Submitted Successfully

Your Continuation Pre-K Grant Application has been submitted successfully.

Your Reference Application No is **26465**.

Your Continuation Pre-K Grant Application has been submitted to the Department for review. You will receive an email confirmation that includes a PDF of your completed application. You can also find a copy of your completed application within your Document Library in the provider portal. Please check the provider portal for any changes in your application status and next steps. Thank you for your patience as the application is reviewed.

[Download](#) [Go to Dashboard](#)

## What if I still have questions?

If you have additional questions, please contact your Georgia's Pre-K Specialist or [GAPREK.support@dec.al.ga.gov](mailto:GAPREK.support@dec.al.ga.gov).