

Change of Ownership Program Timelines



Child Care Services

1. Prospective owners begin by completing the online Change of Ownership (CoO) Orientation. After orientation, the applicant completes and submits the CoO application to Child Care Services (CCS).
2. CCS conducts vetting (up to 3 days) and application review (up to 10 days). If all requirements are met, then CCS issues the permit. **This allows operations during the transition period and enables the applicant to begin working with other DECAL programs.**
3. Once the permit is issued:
 - a. The application is assigned to an Applicant Services Unit (ASU) Consultant.
 - b. The consultant requests any remaining documents and schedules the Initial Licensing Visit once requirements are met.
 - c. After the visit, a Final License is issued, or a temporary license is granted until the next visit is completed and the Final License can be issued.

Quality Rated

Applicants may apply for a Quality Rated rating transfer within the CoO application.

Timeline for QR transfer: 14 days after the permit is issued, if approved.

CAPS

CAPS requires its own application, which can be submitted after completing CAPS Orientation and receiving a QR rating decision. Applicants apply through GACAPS.

After the permit is issued, CAPS contacts the applicant within 3 days to grant system access.

Application review and scholarship transfers can take up to 30 days, once approved the applicant may begin submitting attendance for payment.

Total timeline: up to 30 days for approval and transfers, and up to 30 days from approval to the first payment.

Georgia's Pre-K

If there is an existing GA Pre-K classroom, applicants may apply for a GA Pre-K classroom transfer within the CoO application.

Timeline for first payment: 30 days after the new grant agreement is signed.

Nutrition

Nutrition requires a new application for self-sponsored CACFP programs. Because of their complexity, these applications undergo a longer review process. The approval timeline can take up to 90 days after you complete the required training.

Applicants who do not wish to be self-sponsored, can apply instead through an approved CACFP Administrative Sponsor.

Learn more about a Change of Ownership with DECAL @ www.dec.al.ga.gov