

Changes for Exempt Programs became effective 9/30/16.



November 15, 2016

## Exemptions Newsletter

Volume 2 Number 1

### Changes for Exempt Programs that accept Subsidy funds (CAPS)

**Federal requirements implemented September 30, 2016.**

It's a fact: New federal requirements regarding subsidized child care, i.e., the (Childcare And Parent Services) CAPS program in Georgia, changed the types of exempt programs that are eligible to receive CAPS. Also, exempt programs that ARE eligible to receive CAPS will be expected to fulfill certain requirements to remain eligible.



The Child Care and Development Fund (CCDF) is the federal grant that funds subsidized child care known as the CAPS program in Georgia.

[Read it here: Georgia's CCDF Plan](#)

Visit our website



### What you need to know about these changes

Only the following two types of exempt programs will be eligible to receive CAPS

funding as of September 30, 2016.

## 1. Government Owned/Operated child care and exempt programs

## 2. Day Camp Programs

All other types of exempt programs that previously received CAPS funding are no longer be eligible to receive those funds as of September 30, 2016. According to the new federal guidelines, license-exempt Government Owned/Operated child care programs and Day Camp Programs must comply with the following requirements to be eligible to receive CAPS funding:

### 1. Complete health and safety training orientation

### 2. Complete a comprehensive criminal record background checks for all staff, 17 years and older, working directly with children

### 3. Develop an emergency response plan



## HEALTH AND SAFETY TRAINING

All direct care staff at exempt programs receiving CAPS funding must complete Health and Safety Training, First Aid and CPR training within 90 days of employment. The training must cover the following topics:

- Prevention and control of infectious diseases (including immunization)
- SIDS and use of safe sleep practices
- Administration of medication
- Prevention of and response to food allergies
- Building and physical premises safety
- Prevention of shaken baby syndrome and abusive head trauma
- Emergency preparedness and response planning



## ANNUAL MONITORING

*DECAL will conduct annual monitoring visits to verify compliance with health and safety standards.*

- DECAL consultants will visit these exempt programs annually to confirm compliance with requirements.
- The visits will be unannounced.
- The findings of all visits will be posted online for five years after the monitoring visit.

- Storage of hazardous materials and bio contaminants
- Precautions in transporting children (if applicable)
- First-aid and CPR

Modules containing these training topics, except for First-aid and CPR, can be found at [www.training.decal.ga.gov](http://www.training.decal.ga.gov) and search for Health and Safety Orientation. Free online courses are available. First-aid and CPR certification must be obtained from a certified or licensed health care professional with a hands-on component of the CPR training.

[Training Site](#)



The weather is cooling off and it's time to bring out your warm clothes. But it's not time to change your routine of **looking again**. Children shouldn't be left unattended in vehicle just because it's no longer hot outside. Remember, when you arrive at your destination, always look again for children in your vehicle. When your vehicle is not in use, keep the vehicle doors locked. For more information, check this out:

[Visit our website](#)



### Emergency Response Plan

Childcare programs, both licensed and those exempt from licensing that receive CAPS subsidy funds, will be required to have an Emergency Response Plan in place. This plan will require the following:

- Procedures for providing temporary child care after a disaster.
- Procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.
- Procedures for staff and volunteer emergency preparedness training and practice drills.

[Sample Emergency Response Plans](#)

# Attention!

## Upcoming Webinars for Government-Owned and Day Camp Programs

**Title: New CAPS Requirements for Exempt Programs**

**Date: Thursday, October 17, 2016**

**Description: This webinar will provide an overview of**

*There is always something to be thankful for....*

*Family*

*Friends*

*Fun*

*Food*

CAPS policy changes affecting exempt programs. The intended audience is staff from exempt Government owned and Day Camp programs that serve families receiving subsidy funding. New requirements based on changes to the Child Care and Development Fund reauthorization will be discussed.

You can register by following the link below:

<https://attendee.gotowebinar.com/register/4883437292675558659>

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## Policy and Procedure Review

We will round out 2016 by reviewing the last of the exemption requirements and we'll begin the review of the definitions of the exempt categories. Hopefully, this review, especially of the definitions, will help applicants when completing their exemption applications. We'll look at requirement #7 & category #1 in this edition.

*Requirement #7 states: "The department may rescind an approval for exemption when one or more of the following is determined by the department:*

*(i) The program no longer meets the criteria for the exemption.*

*(ii) The program provided false information during the exemption request process or during an investigation.*

*(iii) The program failed to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines/requirements.*

*(iv) The program failed to provide the department with a valid and current e-mail address or with other information requested by the department, such as but not limited to, the months, days, and hours of operation, ages of children served and operating address."*

Our goal in reviewing the requirements is to assist programs in maintaining their exemption and to guide the application process for new exemption requests. We have procedures in place for those instances when an exemption can no longer remain as approved.

- If the operations close or change in such a way that may require a license, the program would no longer qualify for an exemption.
- If it becomes evident that false information has been given to our office, the exemption request will be denied or the approval will be rescinded.
- If the program has not complied with requirements of other agencies having jurisdiction, the exemption request will be denied or the approval will be rescinded.
- If there are changes in your program's location or operations, you must complete a new exemption application. Exemption approvals are site and owner specific. Any change in operations should be reported to our office. Your contact information, to include the email address, must be current so that you can receive regular communication from our office.

When a program's exemption approval must be rescinded, we will send correspondence to

the program at the last known address via certified mail. The program may choose cease operations, to restructure the program and reapply for an exemption approval or obtain a child care license. Communication is the best and easiest way to ensure smooth operations to maintain your program's exemption approval.

*Category #1 is defined as:* "Programs which are owned and operated by any department or agency of state, county, or municipal government. This includes, but is not limited to, the customary school day, as defined in Georgia law, and before and/or after school programs in public schools operated by the public school system and staffed with school system employees and recreation programs operated by city or county parks and recreation departments and staffed with city or county employees." We commonly refer to this category simply as "government owned and operated".

If you are interested in offering a government owned and operated program, please note that it must be operated by government employees. For example, if a county's parks and recreation department is offering summer camp and the camp counselors are employed by the county, this program may qualify as government owned and operated. However, if an elementary school contracts out the after-school program to a third party, it ceases to be government operated. In this example, another type of exemption would need to be considered or a child care license may be required. The documentation needed for this type of exemption would be:

- Statement on letterhead from the government agency stating that program is operated by the government system that is applying and the program staff is employed by the same government system.
- Notice of Exemption Language, this references the exemption requirement #1(a)(4) that reads "*When a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state.*" Every exemption requires this language. It can be a part of the program's enrollment paperwork or a separate document.

We continue to work on ensuring updated information in our exemptions database. Our exemption rules changed in December 2012. If DECAL approved your program's exemption BEFORE January 2013, you need to update your exemption application and supporting documentation. Or if it has been a while since you have communicated with DECAL, you may need to update your application and supporting documentation. If you are unsure of your current exemption status, contact us at 770-293-5977 or by email at [ccexemptions@decals.ga.gov](mailto:ccexemptions@decals.ga.gov), and we'll let you know what you need to do to retain your exemption approval.

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