

Steps that programs should follow for New Criminal Background Check NCPA/VCA requirements:

Step 1) Each program will need to request a GAPS # from the GBI.

<https://www.decal.ga.gov/documents/attachments/FormforObtainingGAPsnumberProviders.pdf>

Step 2) Each program will need to submit a new NCPA/VCA Public Qualified Entity Certification Statement in DECAL KOALA.

<https://www.decal.ga.gov/documents/attachments/NCPAVCACertificationStatementInstructions2026.pdf>

Step 3) DECAL Legal will review and verify each NCPA/VCA statement submitted, then send it to the GBI.

Or deny it, if the correct director (POC) and owner representative hasn't signed the form, the program will have to resubmit their statement.

Step 4) Each NCPA/VCA statement sent to the GBI must be approved by the GBI before submitting new CBC applications:

CBC application processing begins: Lastly, individuals can start submitting CBC applications for that program that is approved by the GBI. When submitting their own CBC application in DECAL KOALA they will also be submitting a different NCPA/VCA Waiver and Consent form.

Common issues that DECAL is seeing (not sure if you want to post these separately):

The director isn't signing and/or the proper owner representative isn't signing. So those are denied

Or entering the facility name or owner name in the place of signatures