



GAPREK

How to Apply User Guide

**For child care providers who do not
currently have Georgia's Pre-K**

March 04, 2025

PURPOSE

The 'How to Apply for Georgia's Pre-K Program' User Guide will assist child care providers in applying for Georgia's Pre-K Program.

INTRODUCTION

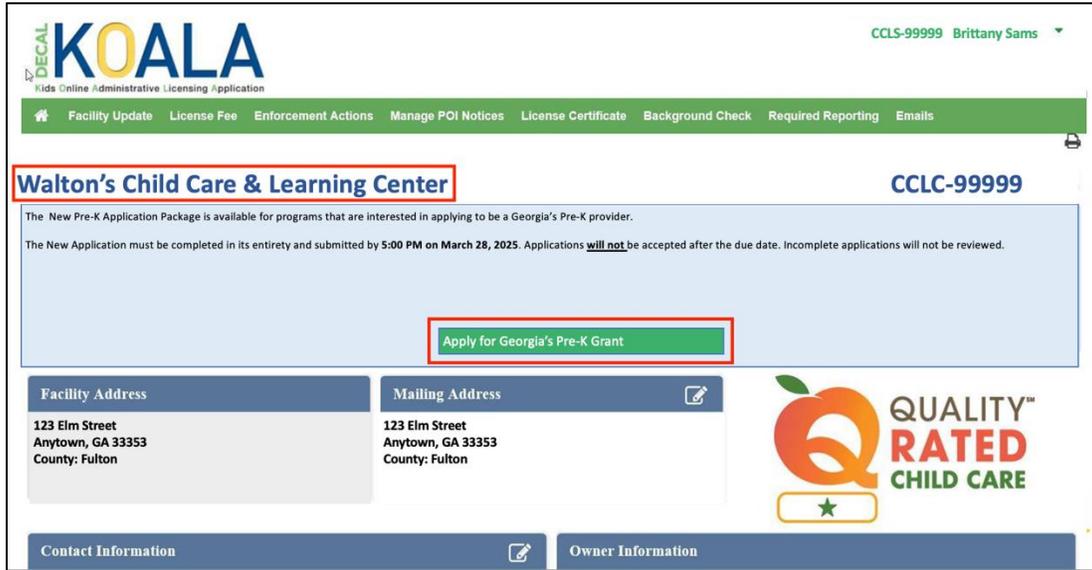
Georgia's Pre-K is a voluntary, universal program for four-year-olds, funded through the Georgia Lottery for Education. It is offered in all 159 counties across the state and operates in both public and private settings.

If you are a new provider interested in applying for Georgia's Pre-K program, please follow the steps listed in this User Guide.

APPLYING FOR GEORGIA'S PRE-K PROGRAM

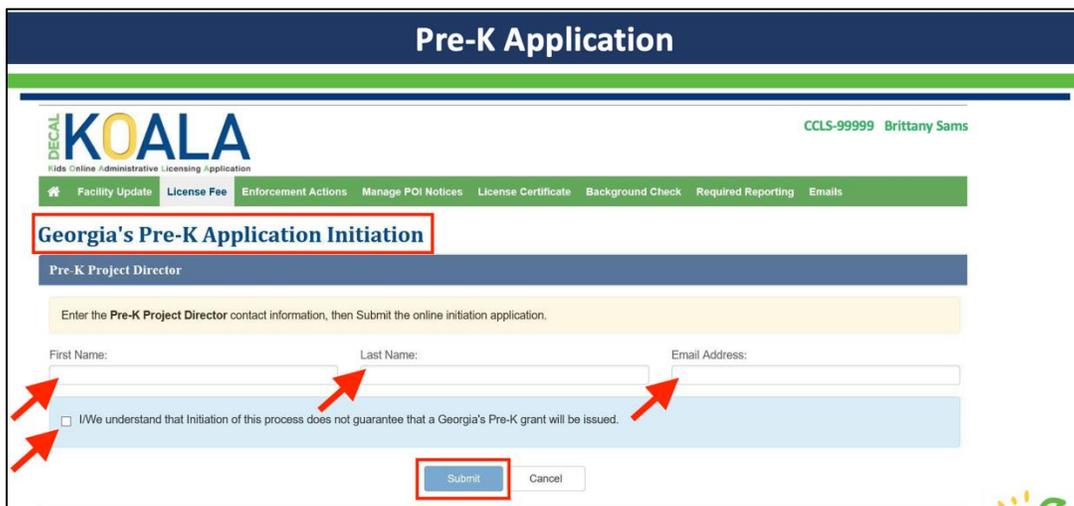
Follow the steps below to initiate Georgia's Pre-K application process in KOALA.

1. Log into your KOALA homepage.
2. Now, click the **Apply for a Georgia's Pre-K Grant** button.



The Georgia's Pre-K Application Initiation page will be displayed.

3. Enter the contact information for the person who will be designated as the Pre-K Project Director, including the **First Name**, **Last Name**, and **Email Address**.
4. Click the **I/We understand that Initiation of this process does not guarantee that Georgia's Pre-K grant will be issued** checkbox, then click the **Submit** button.



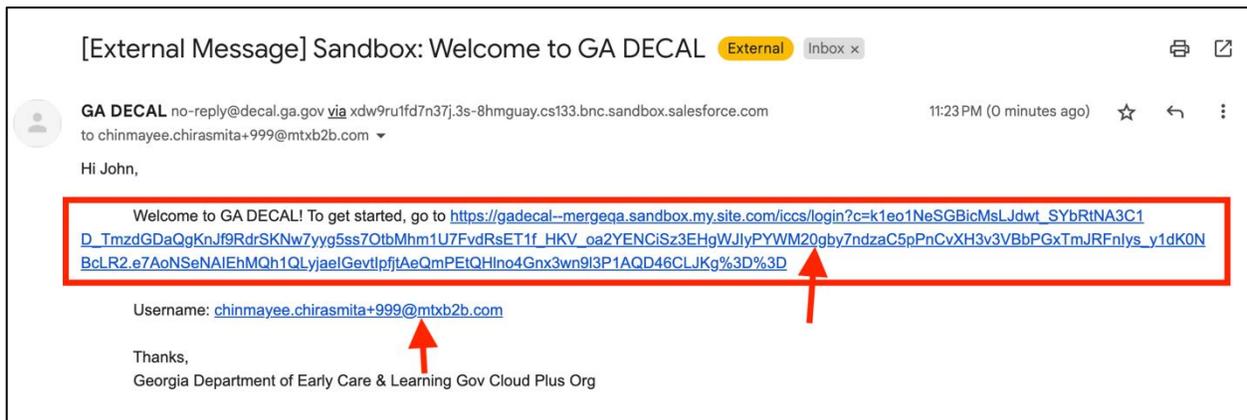
An email will be sent from GAPREK to the email address provided by you within 24 hours, which will include your username and how to set up your password. If you do not receive your email after 24 hours, email gaprek.support@decals.ga.gov.

ACTIVATING THE GAPREK USER ACCOUNT

To activate your GAPREK provider account, perform the following steps:

1. Go to your email inbox and search for a welcome email from GA DECAL.
2. Check junk/spam for the email.
3. Open the email and click the **link** you see in the email body.

Note: Your Username will be provided in this email. **Please note this Username for future logins.**



After you click on the link in the email, the Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.

4. Enter your password in the **New Password** and **Re-Enter Password** text boxes.
5. Click the **change Password** button.

Note: You will need to use this password, along with your username, every time you log in to the portal in the future. Save it somewhere that you will remember.

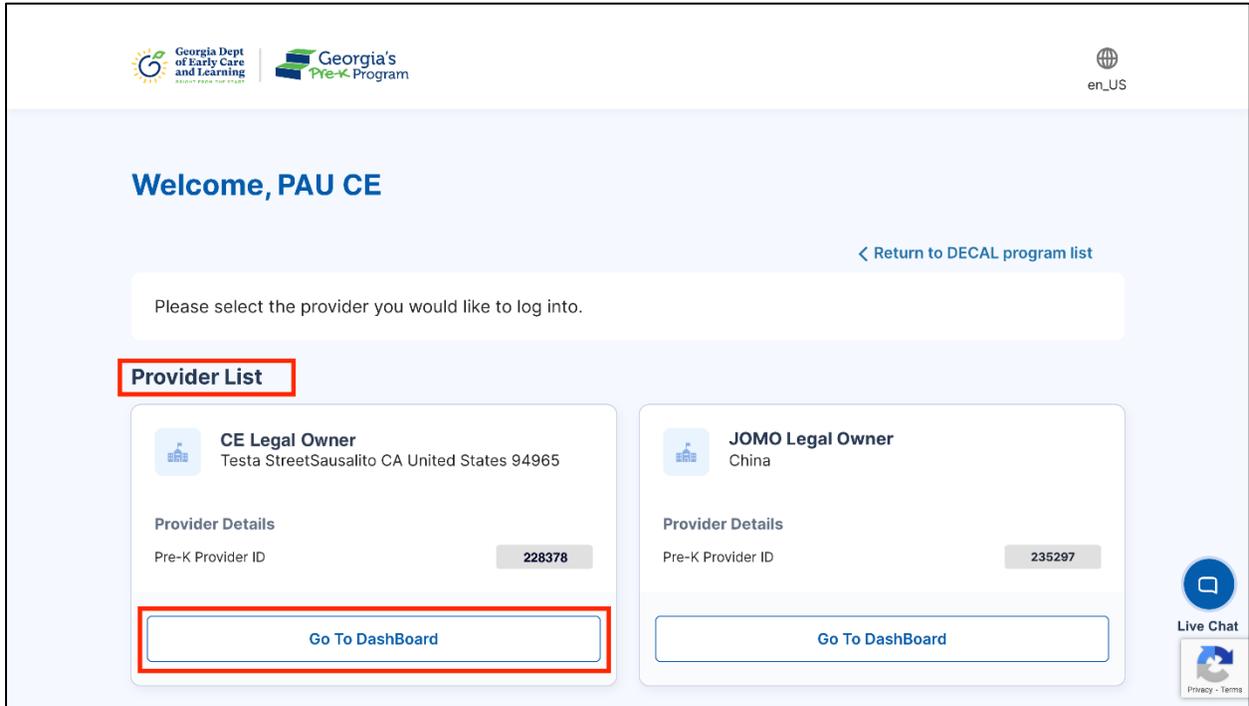
You are now logged into the Integrated Provider Portal. On the welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

6. On the Pre-K Portal tile, click the **Go to Providers List** button.

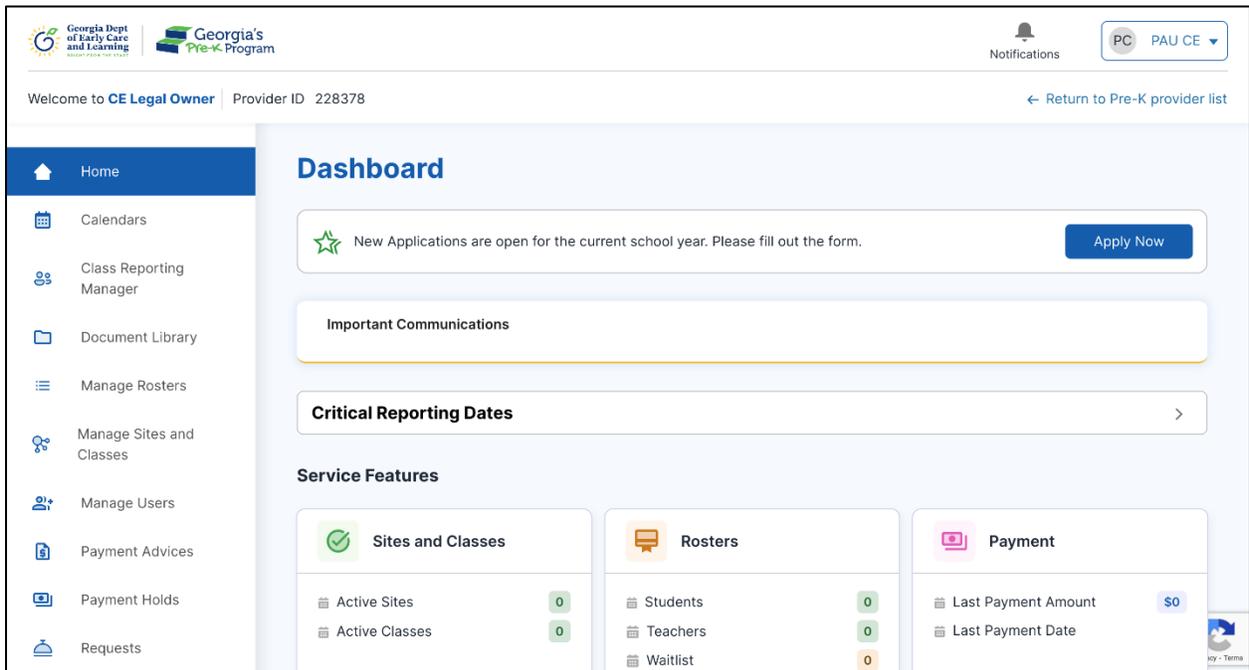
The Provider List page will be displayed.

Note: You will be directed to the provider dashboard directly if enrolled with only one provider.

7. On the required provider tile, click the **Go To Dashboard** button.



You will be directed to the provider dashboard page, and the **Provider ID** will be displayed at the top.



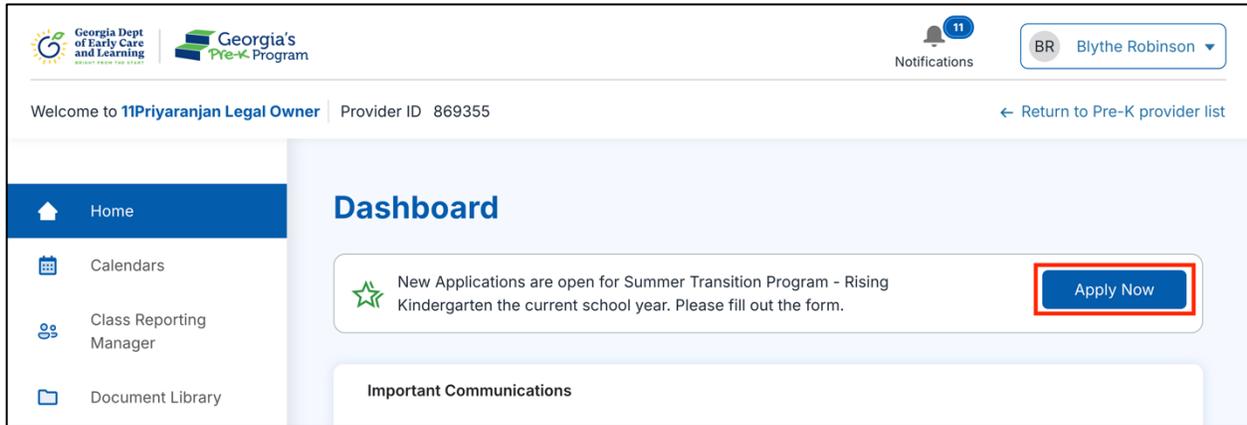
MANAGING APPLICATION

Managing Applications includes submitting a Pre-K New Application for providers.

Submitting Pre-K New Application

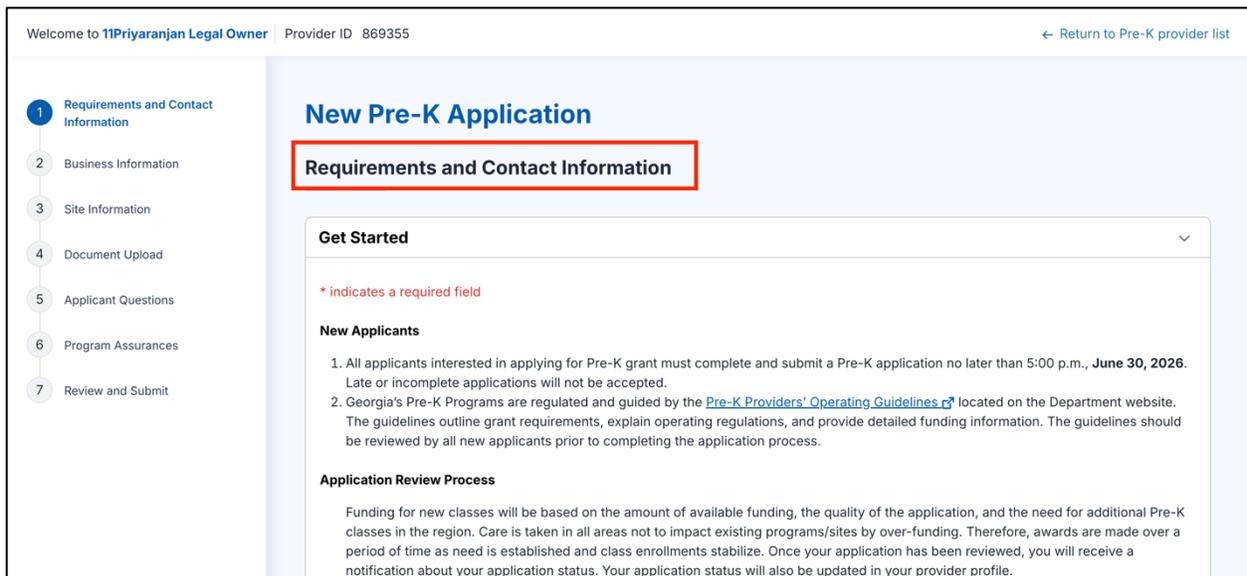
To submit a new Pre-K New Application, perform the following steps:

1. On the Dashboard, click the **Apply Now** button.



*Once the application has been opened, if a provider logs out and logs back in, they will need to scroll to the bottom of the screen to continue working on the application.

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



2. Read the instructions then click the **I have read and understood the requirements** checkbox.

- In the **Contact Information** section, select the *Provider Type* (**CCLC- Child Care Licensing Center**) from the drop-down list.

laws)
b. IRS documentation reflecting the provider's business employer identification number (EIN)

I have read and understood the requirements.

Contact Information

* indicates a required field

Provider Legal Name
11Priyaranjan Legal Owner

* Provider Type
 CCLC - Child Care Learning Center
 ✓ CCLC - Child Care Learning Center
 DOD - Department of Defense
 LSS - Local School System
 GAHS - Georgia Head Start
 TEC - Technical School
 UNIV - University
 OTH - Other

Project Director Contact Information

Every provider offering Georgia's Pre-K Program should be legally responsible for the administration of the grant as the Project Director. Project Directors

* First Name
* Last Name
* Email Address

- In the Project Director Contact Information section, enter the **First Name, Last Name, Email Address, and Phone Number**.
- In the Business Address section, enter the **Street Address, City, Zip Code, and Country**.
- Select the *State* from the drop-down list.

Note: Fields marked with a red asterisk (*) are mandatory.

Project Director Contact Information

Every provider offering Georgia's Pre-K Program must designate an administrator to serve as the Project Director. Project Directors should be legally responsible for the administration of the grant.

* First Name
Vilas

* Last Name
Legal Owner

* Email Address
vilas.aedigiwar+pduser@mtxb2b.com

* Phone Number
(234) 567-8906

Phone Extension

Business Address

* Street Address
3932 Heavner Avenue

Building or Suite Number

* City
Duluth

* State
ID

* Zip Code
30136

* County
US

Privacy - Terms

7. In the Business Mailing Address section, select the **Business Mailing Address is the same as Business Address** checkbox if both the addresses are identical.

Note: Enter the Business Mailing Address if different from the Business Address.

4 Document Upload

5 Applicant Questions

6 Program Assurances

7 Review and Submit

* State: AL | * Zip Code: 30136 | * County: US

Business Mailing Address

Business Mailing Address is the same as Business Address

* Street Address: 3932 Heaver Avenue | Building or Suite Number: | * City: Duluth

* State: AL | * Zip Code: 30136 | * County: US

Grant Agreement Signatory Contact Information

Privacy - Terms

8. In the Grant Agreement Signatory Contact Information section, enter the **Grant Agreement Signatory Name, Title, Email Address, and Phone Number**. This would be the person who is responsible for signing the grant agreement if awarded a Pre-K grant.

9. In the Grant Agreement Signatory Business Address section, enter the **Street Address, City, State, Zip Code, and Country**.

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Notifications: 13 | BR Blythe Robinson

Welcome to **11Priyaranjan Legal Owner** | Provider ID: 869355 | [Return to Pre-K provider list](#)

1 Requirements and Contact Information

2 Business Information

3 Site Information

4 Document Upload

5 Applicant Questions

6 Program Assurances

7 Review and Submit

Grant Agreement Signatory Contact Information

The Grant Agreement Signatory must be an officer or representative vested with the powers to commit the organization to a binding agreement if the grant is awarded. The Grant Agreement Signatory (CEO, COO, CFO, President, Sole Proprietor, School Superintendent) who has apparent authority or legal authority for the program/company/school system/etc. applying for the grant must sign the grant agreement if the grant is awarded.

* Grant Agreement Signatory Name: Paresh D | * Title: Secretary

* Email Address: vilas.aedigiwar+pduser12@mtxb2b.com | * Phone Number: (456) 789-0345 | Phone Extension:

Grant Agreement Signatory Business Address

* Street Address: 325709 Park Avenue | Building or Suite Number: | * City: Duluth

* State: AK | * Zip Code: 30137 | * County: US

Privacy - Terms

10. In the Grant Agreement Signatory Business Mailing Address section, select the **Grant Agreement Signatory Mailing Address is the same as Grant Agreement Signatory Address** checkbox if both the addresses are identical, then click the **Save & Next** button.

Note: Enter the Grant Agreement Signatory Business Mailing Address if different from the Business Address.

The screenshot shows a web form for entering business mailing address information. On the left is a navigation menu with steps 2 through 7. The main form area has three columns for State, Zip Code, and County. Below these is a section titled 'Grant Agreement Signatory Business Mailing Address' enclosed in a red border. Inside this section, a checkbox is checked, indicating that the mailing address is the same as the signatory address. Below the checkbox are fields for Street Address (325709 Park Avenue), Building or Suite Number, and City (Duluth). At the bottom of the form are two buttons: 'Save & Exit' and 'Save & Next', with the latter highlighted in a red box.

The **Business Information** page will be displayed.

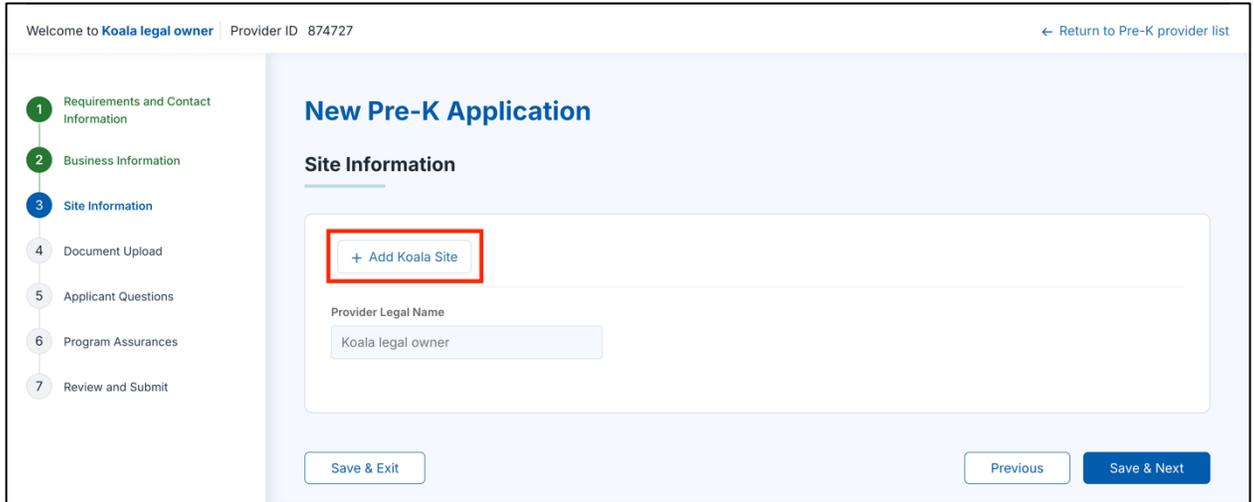
11. Select the **Business Designation** from the drop-down list, then click the **Save & Next** button.

Note: Depending on the selected Business Designation, some additional fields may be required even if they are not marked with a red asterisk.

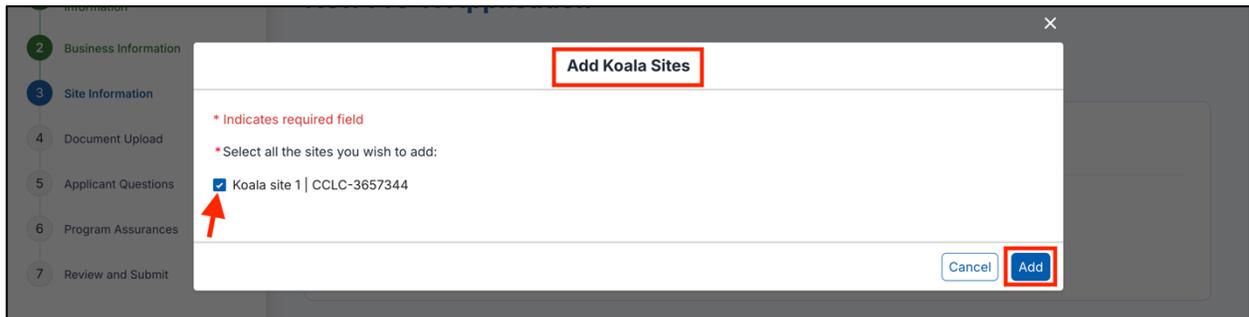
The screenshot displays the 'Business Information' section of a 'New Pre-K Application'. At the top, there are logos for the Georgia Dept of Early Care and Learning and Georgia's Pre-K Program, along with a user profile for Blythe Robinson. The main content area has a heading 'Business Information' and a note: '* indicates a required field'. Below this is a dropdown menu for 'Business Designation' which is open, showing 'Governmental' as the selected option. A red box highlights the dropdown menu, and a red arrow points to the 'Governmental' option. At the bottom of the form are three buttons: 'Save & Exit', 'Previous', and 'Save & Next', with the latter highlighted in a red box.

12. The **Site Information** page will be displayed. Licensed child care providers must use the [+Add Koala Sites](#) button to add their sites.

13. To add a new site, click the **+ Add Koala Site** button.

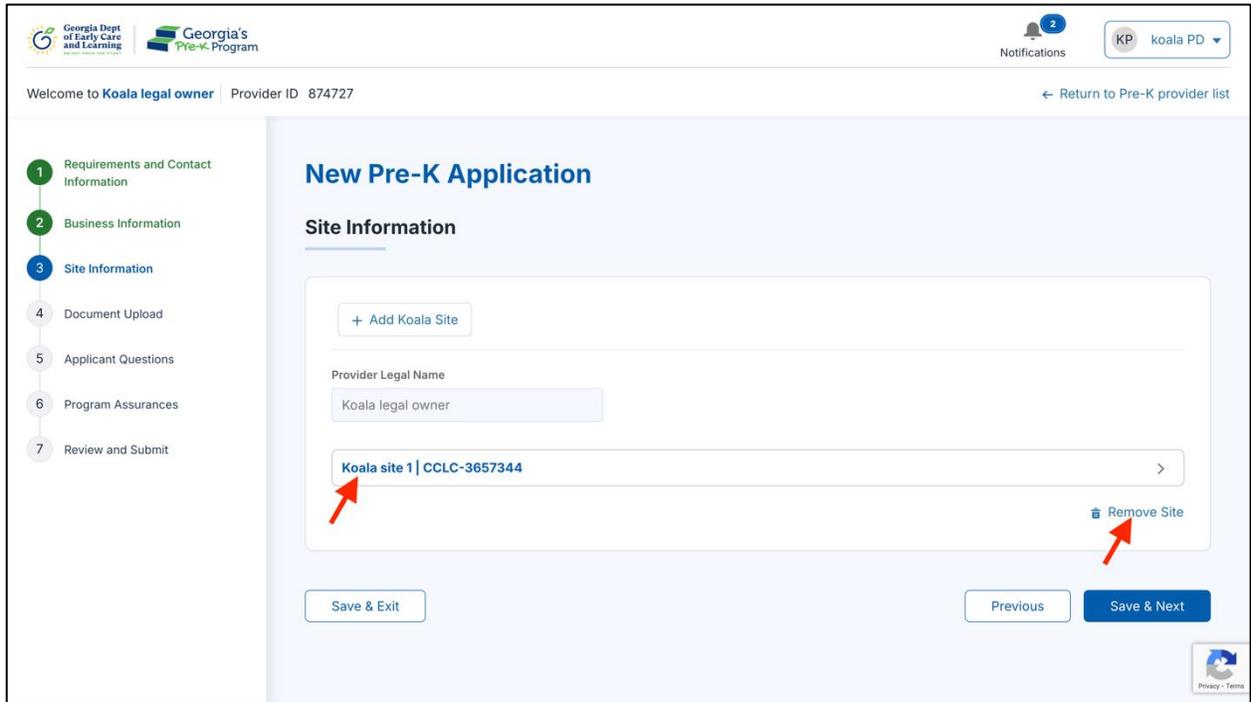


Click the checkbox to select the site, then click the **Add** button.



*The *Koala sites have been added successfully* message will be displayed and you will be directed to the Site Information page displaying the imported site from KOALA.

Note: You can also remove the site using the **Remove Site** button.



The screenshot displays the 'New Pre-K Application' page for a 'Koala legal owner' with Provider ID 874727. The page is titled 'New Pre-K Application' and has a sub-section 'Site Information'. On the left, a navigation menu lists seven steps: 1. Requirements and Contact Information, 2. Business Information, 3. Site Information (highlighted), 4. Document Upload, 5. Applicant Questions, 6. Program Assurances, and 7. Review and Submit. The main content area includes a '+ Add Koala Site' button, a 'Provider Legal Name' field with the value 'Koala legal owner', and a list of sites. One site is listed as 'Koala site 1 | CCLC-3657344'. A red arrow points to this site entry. To the right of the site entry is a 'Remove Site' button with a trash icon, also indicated by a red arrow. At the bottom of the form are 'Save & Exit', 'Previous', and 'Save & Next' buttons. The top right corner shows a 'Notifications' bell icon with a '2' and a user dropdown menu set to 'KP koala PD'. A 'Return to Pre-K provider list' link is also visible.

14. Enter the **Number of Pre-K Classes** required, then click the **Submit** button.

A success message will be displayed and you will be directed to the Site Information page.

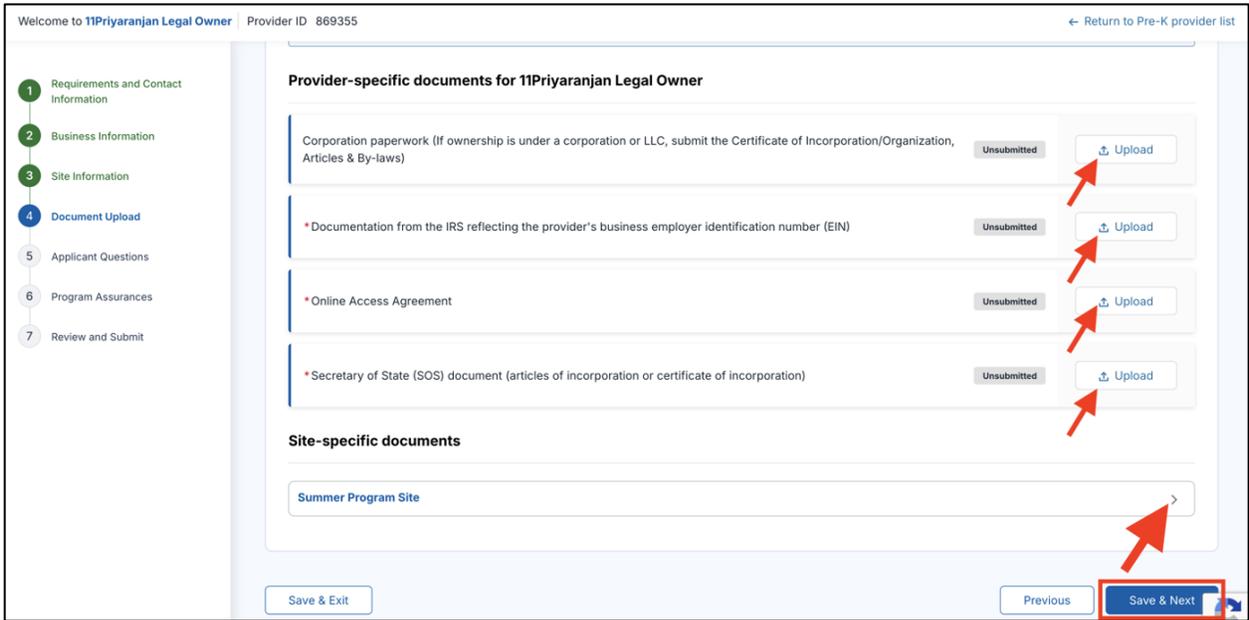
15. Now, click the **Save & Next** button.

The **Document Upload** page will be displayed.

16. To submit the documents, click the **Upload** button, then click the **Save & Next** button.

Notes:

- **The Documents marked with a red (*) asterisk are mandatory.**
 - The Online Access Agreement Form can be located by clicking [here](#).
 - The other mandatory documents are business documents that applicants will provide.
- Click the **chevron right** icon to view and upload Site-specific documents which will include photographs of the outside of the building, playground, and classroom.



The screenshot shows a web application interface for a legal owner. At the top, it says "Welcome to 11Priyaranjan Legal Owner" and "Provider ID 869355". On the left is a navigation menu with steps 1-7, where "4 Document Upload" is selected. The main area is titled "Provider-specific documents for 11Priyaranjan Legal Owner" and lists four items, each with an "Unsubmitted" status and an "Upload" button. Red arrows point to these upload buttons. Below this is a "Site-specific documents" section with a text input field containing "Summer Program Site" and a chevron right icon. At the bottom, there are "Save & Exit", "Previous", and "Save & Next" buttons. The "Save & Next" button is highlighted with a red box and a red arrow.

**The Applicant Questions page will be displayed.*

17. Add answers to the questions, then click the **Save & Next** button.

*Provide answers that are rich in detail to assist with the application review process.

The **Program Assurance** page will be displayed.

18. Select the checkboxes to affirm the Program Assurance, then click the **Save & Next** button.

The **Review & Submit** page will be displayed.

19. Review the information provided in the previous sections, then click the **Submit** button.

Note: You can update the information provided in the previous sections by clicking the **Edit** button.

Welcome to **11Priyaranjan Legal Owner** | Provider ID: 869355 ← Return to Pre-K provider list

1 Requirements and Contact Information
2 Business Information
3 Site Information
4 Document Upload
5 Applicant Questions
6 Program Assurances
7 Review and Submit

Test

6. Program Assurances

[Edit](#)

Read the program assurances in full and indicate your agreement by checking the box. The signature of Grant Agreement Signatory confirms your program's commitment to these assurances.

I agree:

- 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).
- If awarded a Pre-K grant, 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.
- If awarded a Pre-K Grant, I agree to read and comply with the Pre-K Providers' Operating Guidelines and any addenda.

Signature of Grant Agreement Signatory

Name	Title	Date of signature
<input type="text" value="Paresh D"/>	<input type="text" value="Secretary"/>	<input type="text" value="Dec 9, 2024"/>

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

Notes:

- To download the application, click the **Download** button.
- You can go back to the Dashboard using the **Go to Dashboard** button.

Georgia Dept of Early Care and Learning | Georgia's Pre-K Program

Welcome to **11Priyaranjan Legal Owner** | Provider ID: 869355 ← Return to Pre-K provider list

13 Notifications BR Blythe Robinson

New Pre-K Grant Application Submitted

✓ Submitted Successfully

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

Your Reference Application No is **25576**.

Your New 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 under your Document Library in your provider portal. Please check the provider portal for any changes in your application status and next steps. Thank you for your patience as we review your application.

There would be no next step for the provider to complete.

Once the application is awarded, User needs to submit financial information, lawful presence etc.