KOALA POWER Application Instructions

1. After logging in with your DECAL KOALA account, review the POWER Supplemental Payments information on the main page.

2. To begin the application process, click **POWER: Providing Our Workforce Essential Recognition Supplemental Payments Application**.

3. The Power Application displays. Review the application important dates, eligibility requirements, and instructions.

Employees

Enter the required enrollment information for each eligible staff member, then submit the online application. Click **Generate Affidavit** below for each eligible employee.
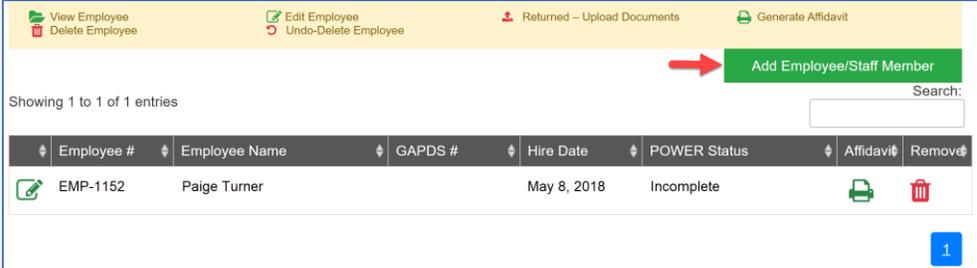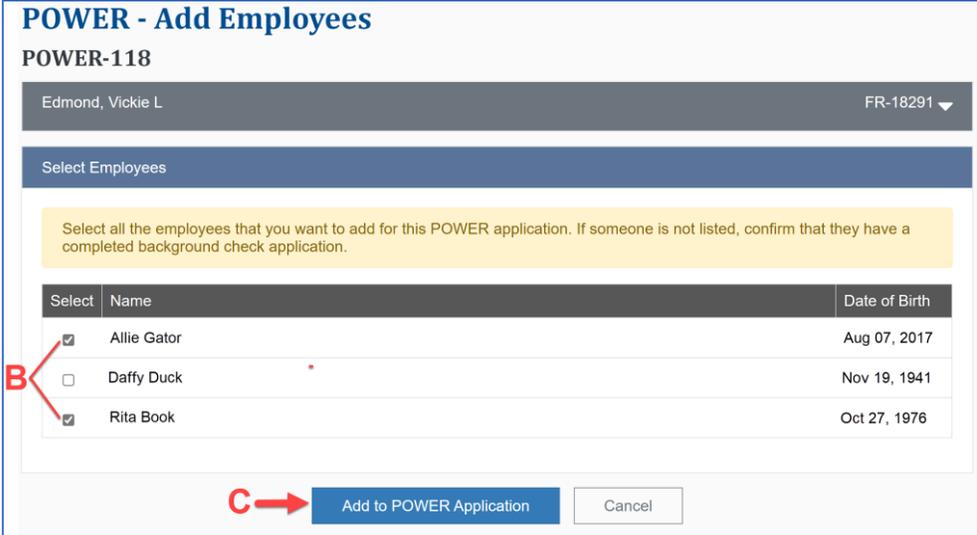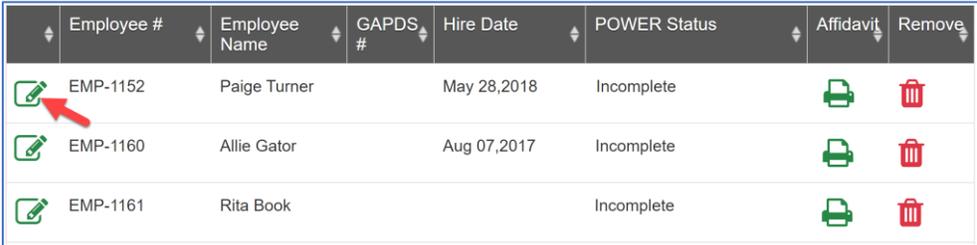
Each employee/staff member must do the following:
- Must have been employed no later than Apr 05, 2021.
- Must work on site at least 20 hours per week.
- Must be a United States citizen, legal permanent resident of the United States, or a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien registration number issued by the Department of Homeland Security or other federal immigration agency.
- Must provide documentation of lawful presence and employment and a notarized verification of lawful presence and employment document.
- Must have an account in the Georgia Professional Development System (GaPDS) and have a valid GaPDS number.
- Corporate or district level staff working in a central office are not eligible.
- Individuals completing volunteer work, practicums, substitute assignments, and internships are not eligible.
- Contractors who work for a staffing service and are not direct employees of the program are not eligible.

| 📂 View Employee | ✏️ Edit Employee | ⬆️ Returned – Upload Documents | 🖨️ Generate Affidavit |
| 🗑️ Delete Employee | ↩️ Undo-Delete Employee | | |

4. Complete the Employees section per your program type.

Program	Employee Enrollment
CCLC	**Employee records pulled from CRC data prepopulate.** A. For each employee, click on the **Edit Employee** icon. ![table] B. Complete all required fields. C. Upload required supporting documentation and the employee(s) affidavit. Refer to How do I obtain a copy of my employee's affidavit?. D. Click **Mark as Complete**.

For the CCLC table shown:

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove
✏️	EMP-1152	Paige Turner		May 28,2018	Incomplete	🖨️	🗑️
✏️	EMP-1160	Allie Gator		Aug 07,2017	Incomplete	🖨️	🗑️
✏️	EMP-1161	Rita Book			Incomplete	🖨️	🗑️

Upload Documents

Required Documents:
- 1. Verification of lawful presence and employment verification form
- 2. Supporting documentation for affidavit verification (secure and verifiable document)
- 3. Supporting documentation for employment (copy paystub etc...)

C → Upload Document

🖨️ Print Affidavit   Save   Mark as Complete   Cancel ← D

Program	Employee Enrollment
	E. Continue to Step 5.
FCCLH	**Provider record(s) pulled from CRC data prepopulate.** A. To add additional employees or staff who have a CRC record, click **Add Employee/Staff Member**. B. On the 'POWER – Add Employees' page, select the employee(s) you want to add to the Power Application. C. Click **Add to POWER Application**. D. Once all employees are added, click on the **Edit Employee** icon next to each employee.

Program	Employee Enrollment
	E. Complete all required fields. F. Upload required supporting documentation and the employee(s) affidavit. Refer to How do I obtain a copy of my employee's affidavit?. G. Click **Mark as Complete**. H. Continue to Step 5.
DOD, **GAHS**, **GAEHS,** **TECH**, **UNIV**, -or- **OTH**	**Non-Licensed Facility Employees are not prepopulated.** A. Click **Add Employee/Staff Member**. B. The 'POWER – Add Employees' page displays. C. Complete all required fields. D. Upload required supporting documentation and the employee(s) affidavit. Refer to How do I obtain a copy of my employee's affidavit?. E. Click **Mark as Complete**.

Program	Employee Enrollment

F. If needed, add additional employees.

G. Once all employees have been added, continue to Step 6.

5. If an employee no longer works at the location or does not meet the POWER Supplemental Payments requirements, click on the **Delete Employee** icon to disable the employee.

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove
✏️	EMP-1152	Paige Turner	12340	May 28,2018	Complete	🖨️	🗑️
✏️	EMP-1160	Allie Gator	2003	Aug 07,2017	Complete	🖨️	🗑️
✏️	EMP-1161	Rita Book			Incomplete	🖨️	🗑️

Note: If the employee needs to be re-added, click on the **Undo-Delete Employee** (↺) icon.

6. Complete the Application Information section.

Application Information

Total number of staff employed 20 or more hours per week:	Total number of staff employed less than 20 hours per week:	Have any of your employees received a scholarship or bonus payment from a DECAL Scholar Program in the last 12 months?
3	1	◉ Yes ○ No

image

> **Note (1)**: The number entered in the **Total number of staff employed 20 or more hours per week** field must equal the number of completed employees with a **Yes** response to **Employed at least 20 hours per week**.
>
> **Note (2)**: The number entered in the **Total number of staff employed less than 20 hours per week** field must equal the number of completed employees with a **No** response to **Employed at least 20 hours per week**.

7.   Click **Continue to Submit**.

> **Note**: Employees must have a power status of **Complete** or marked as deleted to successfully **Continue to Submit**.

8.   Read the Power Application agreement.

9.   Prior to submitting the application, you must do the following:

   (a) Acknowledge the POWER payment requirements by checking **all** the check boxes.   - and -

   (b) Enter an electronic signature.

10. Click **Submit**.

> **Note**: The Submit button will not activate if any checkboxes are not checked or the signature is not entered.

11. An application submission confirmation message displays.

> **IMPORTANT**: You **MUST** receive a confirmation from DECAL to have a valid application and receive a payment. If you do not receive a confirmation message and email summary for your application, the application did not go through and was not received by DECAL. No exceptions will be made.

12. On the submission confirmation, click **Continue**. The main KOALA page displays.

13. Click **POWER: Providing Our Workforce Essential Recognition Supplemental Payments Application**.

14. Employees submitted for consideration display a POWER Status of "Submitted for Eligibility Review".

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove
📁	EMP-1152	Paige Turner	12340	May 28,2018	Submitted for Eligibility Review		
📁	EMP-1160	Allie Gator	2003	Aug 07,2017	Submitted for Eligibility Review		
	EMP-1161	Rita Book			Incomplete		↺

15. Employees with a POWER Status of "Submitted for Eligibility Review" will be reviewed by DECAL. Employee records that are determined to be eligible by DECAL will be sent to Care Solutions each day to continue the POWER payment process.

POWER Frequently Asked Questions

Q. How do I apply for POWER?

A. To access the POWER application (beginning May 17, 2021), log in to your DECAL KOALA account at https://decalkoala.com/ and click on **POWER: Providing Our Workforce Essential Recognition Supplemental Payments Application**.

Q. How long do I have to apply?

A. The application will be open and available to eligible providers from May 17, 2021 at 12:01 a.m. until June 11, 2021 at 6:00 p.m.

Q. Who is eligible to apply?

A. Georgia's early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools that have a status of "Open" in their DECAL KOALA account are eligible to apply.

Q. If I cannot complete my employee records in one sitting, will I be able to save the information and come back to where I left off?

A. Yes. On the 'POWER - Employee Detail' page, scroll to the bottom and click **Save**. A saved successfully message displays verifying information you entered or updated was successfully saved.
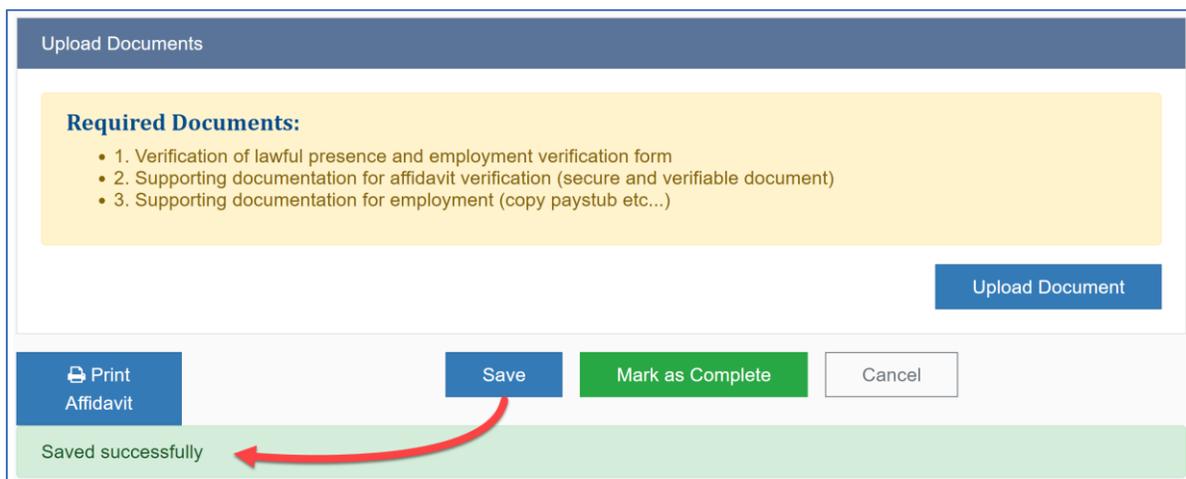
Q. How do I obtain a copy of my employee's affidavit?

A. You can generate each employee's affidavit via the following two locations:

- Employee section on the 'Power Application' page.

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove
📝	EMP-1152	Paige Turner		May 28,2018	Incomplete	🖨	🗑
📝	EMP-1160	Allie Gator		Aug 07,2017	Incomplete	🖨	🗑
📝	EMP-1161	Rita Book			Incomplete	🖨	🗑

- Bottom of the 'POWER - Employee Detail' page.

Upload Documents

Required Documents:
- 1. Verification of lawful presence and employment verification form
- 2. Supporting documentation for affidavit verification (secure and verifiable document)
- 3. Supporting documentation for employment (copy paystub etc...)

Upload Document

🖨 Print Affidavit   Save   Mark as Complete   Cancel

Q. I received an email that one or more of my POWER Supplemental Payments employee records was returned. What should I do?

A. If an employee record was returned, complete the following steps:

1. Navigate to DECAL KOALA and log in. An urgent message displays:

Austen, Jane   **FR-00001**

URGENT:

One or more of your POWER Supplemental payments employee records have been returned. Please review and send updated documentation as requested. Applications must be resubmitted within 5 days.

POWER Supplemental payments are being processed for Georgia's early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools. POWER Payments are intended to support ECE professionals working directly with children and

2. Click on **POWER: Providing Our Workforce Essential Recognition Supplemental Payments Application**.

3. Scroll down to the Employee section and click on the **Returned - Upload Documents** icon.

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove
📂	EMP-1101	Nick Fury	1047865	Nov 02,2020	POWER Eligible		
⬆	EMP-1102	Forrest Gump	45376	Oct 05,2020	Returned	🖶	

4. The 'POWER- Employee Detail' page displays with a Return Reason.

POWER - Employee Detail

EMP-1102   **Employee Status: Returned**

Return Reason
- Employment Verification – Insufficient

Forrest Gump   GaPDS #: 45376

5. Make the required corrections and click **Submit**.

6. If needed, update the Application Information section, and then click **Continue to Submit**.

7. Acknowledge the POWER payment requirements by checking **all** the check boxes, enter an electronic signature, and click **Submit**.