

## 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**.

The screenshot shows the KOALA web application interface. At the top, the logo and user information 'FR-00001 | Jane Austen' are visible. A navigation bar contains links for Facility Update, License Fee, Enforcement Actions, Manage POI Notices, License Certificate, Background Check, Required Reporting, and Emails. Below this, the user's name 'Austen, Jane' and ID 'FR-00001' are displayed. A yellow information box contains the following text:

POWER Supplemental Payments are available to 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 their families.

Each eligible program must submit an application and submit required information for each staff member/employee for individuals to be eligible.

Applications **must be** submitted by 6:00 p.m. on Jun 11, 2021.

A red arrow labeled '1' points to the first paragraph. Below the text is a green button with a plus sign and the text 'POWER - Providing Our Workforce Essential Recognition Supplemental Payments Application', with a red arrow labeled '2' pointing to it. At the bottom, there are sections for Facility Address and Mailing Address, both listing '2 MLK Jr. Drive, Atlanta, GA 30334', and a 'QUALITY RATED CHILD CARE' logo.

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

From May 17, 2021 eligible programs will be able to apply by completing the program application and providing the required information for each eligible staff member/employee. Applications will close at 6:00 PM on Jun 11, 2021. Programs must provide all required information and documentation in order for individual staff members/employees to receive payments.

**Who is eligible to receive the \$1,000 workforce bonus?**  
The Early Childhood Professionals Bonus is available to 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. The bonus is intended to support ECE professionals working directly with children and their families.

Please refer to the link below for application instructions. This application can be saved before being submitted, so please be sure to complete all relevant sections in accordance with the directions. All applications must be submitted by 6:00 PM on Jun 11, 2021.

**Examples of eligible positions include:**

- Child Care Center Assistant Teacher
- Child Care Center Assistant Director
- Child Care Center Bus Driver
- Child Care Center Cook/Nutrition Staff
- Child Care Center Custodian/Janitorial Staff
- Child Care Center Director
- Child Care Center Family Service/Transition Coach Staff Working Directly with Families
- Child Care Center Floater
- Child Care Center Teacher
- Early Head Start/Head Start Assistant Teacher
- Early Head Start/Head Start Directors
- Early Head Start/Head Start Family and Community Engagement Direct Service Staff
- Early Head Start/Head Start Home-Based Visitation Direct Service Staff
- Early Head Start/Head Start Lead Teacher
- Family Child Care Learning Home Provider
- Family Child Care Learning Home Teacher or Aide
- Georgia's Pre-K Assistant Teacher (private or public)
- Georgia's Pre-K Lead Teacher (private or public)

This program must be open and serving children at the time of applying for the bonus. Employees of a program experiencing a temporary closure due to COVID or a facility issue (i.e water damage) are eligible.

**Employees**

Enter the required enrollment information for each eligible staff member, then submit the online application. Click **Generate Affidavit** below for each eligible employee.

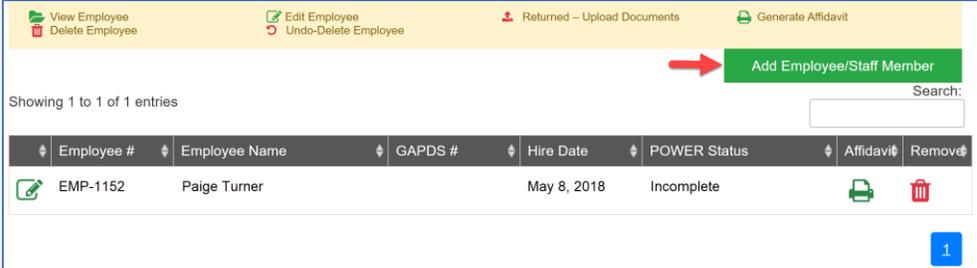
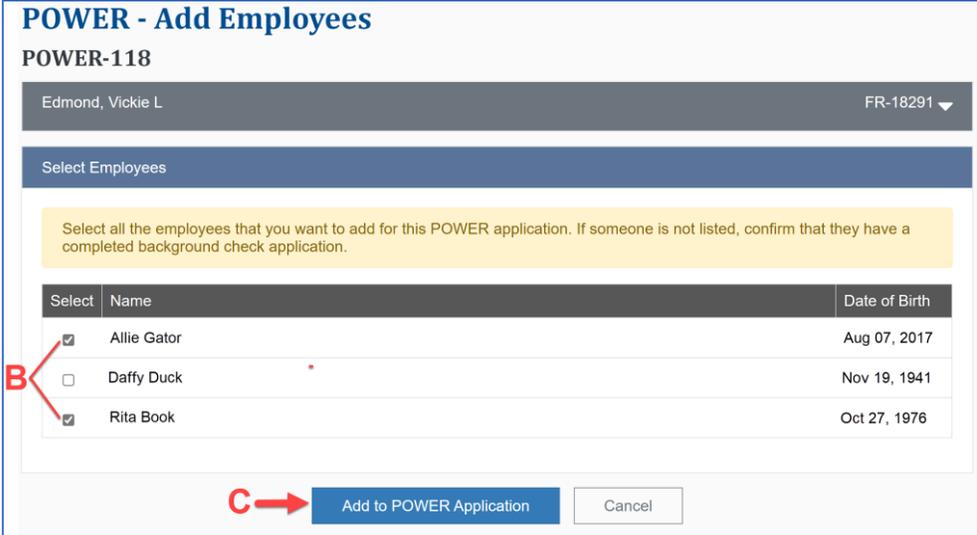
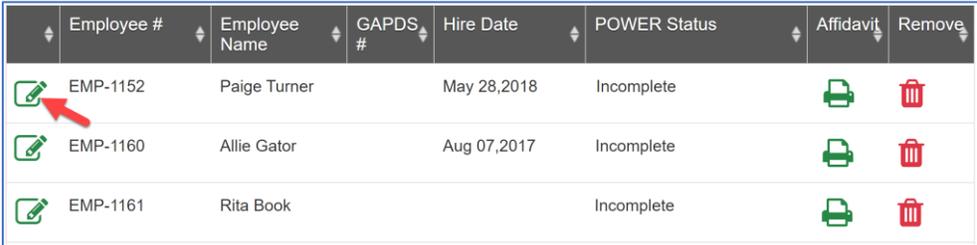
**Each employee/staff member must do the following:**

- 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																												
<b>CCLC</b>	<p><b>Employee records pulled from CRC data prepopulate.</b></p> <p>A. For each employee, click on the <b>Edit Employee</b> icon.</p> <table border="1"> <thead> <tr> <th>Employee #</th> <th>Employee Name</th> <th>GAPDS #</th> <th>Hire Date</th> <th>POWER Status</th> <th>Affidavit</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>EMP-1152</td> <td>Paige Turner</td> <td></td> <td>May 28,2018</td> <td>Incomplete</td> <td></td> <td></td> </tr> <tr> <td>EMP-1160</td> <td>Allie Gator</td> <td></td> <td>Aug 07,2017</td> <td>Incomplete</td> <td></td> <td></td> </tr> <tr> <td>EMP-1161</td> <td>Rita Book</td> <td></td> <td></td> <td>Incomplete</td> <td></td> <td></td> </tr> </tbody> </table> <p>B. Complete all required fields.</p> <p>C. Upload required supporting documentation and the employee(s) affidavit. Refer to <a href="#">How do I obtain a copy of my employee's affidavit?</a></p> <p>D. Click <b>Mark as Complete</b>.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Upload Documents</b></p> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>• 1. Verification of lawful presence and employment verification form</li> <li>• 2. Supporting documentation for affidavit verification (secure and verifiable document)</li> <li>• 3. Supporting documentation for employment (copy paystub etc...)</li> </ul> <p style="text-align: right;"> <b>Upload Document</b></p> <p><b>Print Affidavit</b>      <b>Save</b>       <b>Mark as Complete</b>      <b>Cancel</b></p> </div>	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		
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Program	Employee Enrollment																												
	<p>E. Continue to <a href="#">Step 5</a>.</p>																												
<p><b>FCCLH</b></p>	<p><b>Provider record(s) pulled from CRC data prepopulate.</b></p> <p>A. To add additional employees or staff who have a CRC record, click <b>Add Employee/Staff Member</b>.</p>  <p>B. On the 'POWER – Add Employees' page, select the employee(s) you want to add to the Power Application.</p> <p>C. Click <b>Add to POWER Application</b>.</p>  <p>D. Once all employees are added, click on the <b>Edit Employee</b> icon next to each employee.</p>  <table border="1" data-bbox="435 1619 1412 1864"> <thead> <tr> <th>Employee #</th> <th>Employee Name</th> <th>GAPDS #</th> <th>Hire Date</th> <th>POWER Status</th> <th>Affidavit</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>EMP-1152</td> <td>Paige Turner</td> <td></td> <td>May 28, 2018</td> <td>Incomplete</td> <td></td> <td></td> </tr> <tr> <td>EMP-1160</td> <td>Allie Gator</td> <td></td> <td>Aug 07, 2017</td> <td>Incomplete</td> <td></td> <td></td> </tr> <tr> <td>EMP-1161</td> <td>Rita Book</td> <td></td> <td></td> <td>Incomplete</td> <td></td> <td></td> </tr> </tbody> </table>	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		
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Program	Employee Enrollment
	<p>E. Complete all required fields.</p> <p>F. Upload required supporting documentation and the employee(s) affidavit. Refer to <a href="#">How do I obtain a copy of my employee’s affidavit?</a></p> <p>G. Click <b>Mark as Complete</b>.</p> <div data-bbox="435 512 1412 968" style="border: 1px solid black; padding: 10px;"> <p>Upload Documents</p> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>1. Verification of lawful presence and employment verification form</li> <li>2. Supporting documentation for affidavit verification (secure and verifiable document)</li> <li>3. Supporting documentation for employment (copy paystub etc...)</li> </ul> <p style="text-align: right;">F → <span style="background-color: #0056b3; color: white; padding: 5px 15px;">Upload Document</span></p> <p><span style="background-color: #0056b3; color: white; padding: 5px 15px;">Print Affidavit</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px;">Save</span> <span style="background-color: #008000; color: white; padding: 5px 15px;">Mark as Complete</span> <span style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</span></p> <p style="text-align: right;">G →</p> </div> <p>H. Continue to <a href="#">Step 5</a>.</p>
<p><b>DOD, GAHS, GAEHS, TECH, UNIV, -OR- OTH</b></p>	<p><b>Non-Licensed Facility Employees are not prepopulated.</b></p> <p>A. Click <b>Add Employee/Staff Member</b>.</p> <div data-bbox="435 1188 1412 1461" style="border: 1px solid black; padding: 10px;"> <p>immigration agency.</p> <ul style="list-style-type: none"> <li>• Must provide documentation of lawful presence and employment and a notarized verification of lawful presence and employment document.</li> <li>• Must have an account in the Georgia Professional Development System (GaPDS) and have a valid GaPDS number.</li> <li>• Corporate or district level staff working in a central office are not eligible.</li> <li>• Individuals completing volunteer work, practicums, substitute assignments, and internships are not eligible.</li> <li>• Contractors who work for a staffing service and are not direct employees of the program are not eligible.</li> </ul> <p> <span style="background-color: #008000; color: white; padding: 5px 10px;">View Employee</span> <span style="background-color: #008000; color: white; padding: 5px 10px;">Edit Employee</span> <span style="background-color: #008000; color: white; padding: 5px 10px;">Returned – Upload Documents</span> <span style="background-color: #008000; color: white; padding: 5px 10px;">Generate Affidavit</span> </p> <p> <span style="background-color: #008000; color: white; padding: 5px 10px;">Delete Employee</span> <span style="background-color: #008000; color: white; padding: 5px 10px;">Undo-Delete Employee</span> </p> <p style="text-align: right;"> <span style="background-color: #008000; color: white; padding: 5px 15px;">Add Employee/Staff Member</span> </p> <p style="text-align: right;">Search</p> </div> <p>B. The ‘POWER – Add Employees’ page displays.</p> <p>C. Complete all required fields.</p> <p>D. Upload required supporting documentation and the employee(s) affidavit. Refer to <a href="#">How do I obtain a copy of my employee’s affidavit?</a></p> <p>E. Click <b>Mark as Complete</b>.</p>

Program	Employee Enrollment
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;">Upload Documents</div> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li>1. Verification of lawful presence and employment verification form</li> <li>2. Supporting documentation for affidavit verification (secure and verifiable document)</li> <li>3. Supporting documentation for employment (copy paystub etc...)</li> </ul> </div> <div style="text-align: right; margin-top: 10px;"> <span style="color: red; font-weight: bold; font-size: 24px;">D</span> → <span style="background-color: #4a7ebb; color: white; padding: 5px 15px; border: 1px solid #000;">Upload Document</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #4a7ebb; color: white; padding: 5px 15px; border: 1px solid #000;">Print Affidavit</span> <span style="background-color: #4a7ebb; color: white; padding: 5px 15px; border: 1px solid #000;">Save</span> <span style="background-color: #4caf50; color: white; padding: 5px 15px; border: 1px solid #000;">Mark as Complete</span> <span style="border: 1px solid #ccc; padding: 5px 15px;">Cancel</span> </div> </div> <p style="margin-top: 10px;">E</p> <p>F. If needed, add additional employees.</p> <p>G. Once all employees have been added, continue to <a href="#">Step 6</a>.</p>

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?

Yes  
 No

Save
Cancel
Continue to Submit

**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**.

Application Information

Total number of staff employed 20 or more hours per week: <input style="width: 100%;" type="text" value="3"/>	Total number of staff employed less than 20 hours per week: <input style="width: 100%;" type="text" value="1"/>	Have any of your employees received a scholarship or bonus payment from a DECAL Scholar Program in the last 12 months? <input checked="" type="radio"/> Yes <input type="radio"/> No
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→

**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.

**Power Application**

By submitting this Application for Providing Our Workforce Essential Recognition (POWER) Supplemental Payments made available through the Georgia Department of Early Care and Learning and/ or accepting funds distributed pursuant to this Application, the undersigned certifies and agrees to the following terms (**Please check all**):

- The undersigned is a duly authorized representative of the provider submitting this application (hereinafter "Provider").
- The Provider is either a Child Care Learning Center licensed by DECAL or DOD, a Family Child Care Learning Center licensed by DECAL or DOD, an exempt Georgia Head Start or Early Head Start program or a Georgia's Pre-K Program provider.

**Each staff member for which I am submitting an application is eligible for this bonus and meets each of the following qualifications:**

- The Staff Member is an early care and education (ECE) professional working in either a Georgia Department of Early Care and Learning (DECAL) licensed child care program, a Department of Defense (DOD) Program, an Early Head Start Program, a Head Start Program OR is a Georgia Pre-K Lead or Assistant Teacher.
- The Staff Member has been employed by this Provider for at least six week prior to submitting this application.
- The Staff Member has worked onsite at the Provider's program for at least 20 hours per week, excluding any time the Staff Member was doing volunteer work, doing substitute assignments, or working on an unpaid practicum or an internship.
- The Staff Member was not corporate or district level staff working in a central office.
- The Staff Member was not a contractor working for a staffing service.

- I understand and agree that funds received pursuant to this Application are subject to repayment, reclaim and recapture if any information provided in the application is found to be false or misleading.
- I understand that it is a felony in Georgia to make a false statement, or to make or use a false writing or document in any matter involving a government agency pursuant to O.C.G.A. § 16-10-20.

By entering your name  as an electronic signature, you affirm that the information entered on the above POWER supplemental Payment Application is true to the best of your knowledge pursuant to O.C.G.A. 16-10-20. Also understanding that initiation of this process does not guarantee that payments will be issued. You further acknowledge that this document executed by electronic signature shall be considered as an original signature for the purpose of being screened for this payment and shall have the same force and effect as an original 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.

FR-00001 | Jane Austen ▾

🏠 Facility Update Apply for Exemption Emails

Thank you for your submission of the POWER Supplement Payments application. Your submission number is POWER-39. Applications will be processed once the POWER application period has closed and you will be notified at that time if any additional action is necessary for your employees and staff to receive the \$1000 payment. If you have any questions please email [supplementalpayments@decalf.ga.gov](mailto:supplementalpayments@decalf.ga.gov)

Continue

**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?

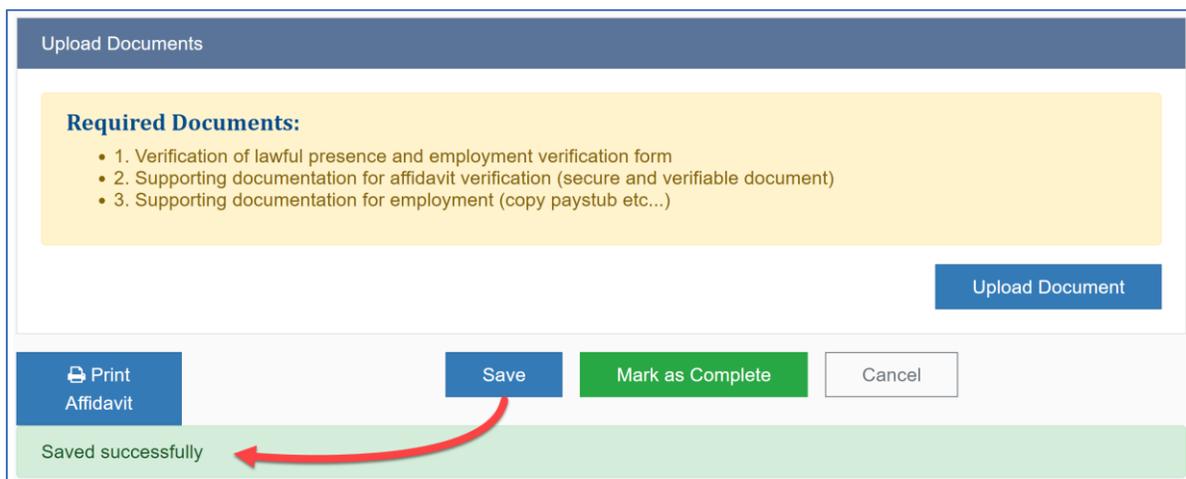
- A. The application will be open and available to eligible providers from May 17, 2021 at 12:01 a.m. until June 11, 2021 at 6:00 p.m.

### 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...)

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 their families.

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**.