



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

(404) 656-5957

STABLE Application Guidance

ATTENTION PROVIDERS: DECAL recommends that prior to submitting a STABLE application that providers read all guidance. **YOU WILL BE UNABLE TO SAVE YOUR APPLICATION** so please be prepared to complete it once you begin. DECAL recommends that providers use the worksheet included in this guidance document to total their attendance counts and calculate an estimate of their eligible funding to help them decide how they wish to allocate their budget. Please know that if a provider submits an application that they later say was submitted incorrectly, this may result in a significant delay receiving any eligible funding. For questions regarding the application you can contact DECAL at STABLE@decalf.ga.gov.

In developing the STABLE payment application, DECAL determined that the most credible way to know which providers in the state remained open during the public health emergency and which had closed was to use the status (opened or closed) each provider indicated in DECAL KOALA. We used a provider's self-reported status as of April 27, 2020 (the last Monday of April) to determine their payment, thereby giving providers as much time as possible to record their status in KOALA.

At the beginning of the public health emergency, DECAL created a way for you to self-report to DECAL and to the general public if you were open or temporarily closed during the crisis. We regularly advised providers through email, engagement with statewide stakeholders, social media posts, website messaging, and direct telephone calls to update your status in DECAL KOALA. The continuous outreach began March 16, 2020, and more than 90% of you self-reported your status as open or closed. Your doing so allowed DECAL to better inform families, determine capacity statewide, and in specific geographic areas, gauge if the demand for child care was being met and connect essential workforce to critically needed child care.

DECAL decided that your status, as reported by you at our requests, was the most equitable way to determine your STABLE payment. Then, we chose a date on which to review a provider's status that gave providers enough time to self-report.

DECAL will not change the decision to base a provider's payment on their self-reported operating status as of April 27, 2020.



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Guidance Summary

- For licensed provider locations to be considered eligible to receive a STABLE Payment they must accurately report their attendance information for all children who attended the program at least one day in the month of February 2020. The total payment amount will be based upon a provider’s reported Open or Temporary Closed status as of 4/27/2020 at 5:00pm and offset by ongoing payments to providers for children with CAPS scholarships and for children enrolled in a Georgia’s Pre-K Program classroom. Total payments will be calculated using the following amounts per child reported in accordance with the application instructions.

Open	Temporary Closed/Not reported
<ul style="list-style-type: none"> • Base rate of \$240 per eligible child • Prorated rate of \$79 per eligible child in Pre-K • Prorated rate of \$120 per eligible child in CAPS 	<ul style="list-style-type: none"> • Base rate of \$180 per eligible child • Prorated rate of \$59 per eligible child in Pre-K • Prorated rate of \$90 per eligible child in CAPS

Section 1: Entering Eligible Attendance from February 2020

1. Licensed providers must apply using their KOALA Self-Service account. The application requires providers to enter attendance information for each licensed site based on the month of February. Providers must use the attendance worksheet to enter Total Attendance, Early Head Start/Head Start Attendance, CAPS/QRSG Attendance, and Georgia’s Pre-K Attendance. Please note that Early Head Start/Head Start Attendance, CAPS/QRSG Attendance, and Georgia’s Pre-K Attendance will represent portions of the Total Attendance entered. By entering the number of children counted in Total Attendance that are in these programs the application will be able to calculate the appropriate Total Private Attendance. The rates for each type of attendance entered are as follows:
 - No funding will be provided based on children counted as Early Head Start/Head Start.
 - The prorated rate of \$120 for Open and \$90 for Temporary Closed will apply to the count of children in CAPS/QRSG Attendance.
 - The prorated rate of \$79 for Open and \$59 for Temporary Closed will apply to the count of children in Georgia’s Pre-K Attendance.
 - The base rate of \$240 for Open and \$180 for Temporary Closed will be applied to Total Private Attendance up to licensed capacity for CCLC’s and 8 for FCCLH’s after considering counts for children in Early Head Start/Head Start, CAPS/QRSG, and Georgia’s Pre-K.
2. The Attendance Worksheet
 - Providers that operate at least one Georgia’s Pre-K Program classroom will see this worksheet:



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Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0
1 year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0
2 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0
3 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0
4 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
5 years (prek-only)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
5 years & older (kindergarten & up)	<input type="text" value="0"/>		<input type="text" value="0"/>		0
Total	0	0	0	0	0

- Providers that do not operate a Georgia's Pre-K Program classroom will see this worksheet:

Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Total Private Attendance
Under 1 year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
1 year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
2 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
3 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
4 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
5 years (prek-only)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
5 years & older (kindergarten & up)	<input type="text" value="0"/>		<input type="text" value="0"/>	0
Total	0	0	0	0

3. Column Definitions and Guidance for the Attendance Worksheet

- **Age**
 - This column is for describing the age categories we are asking for providers to use when completing the worksheet. For children age 5 and under in February 2020, **who are not in kindergarten**, we are asking you to use the actual age of the child and not the type of classroom they are in.
 - A provider may not see all age groups in their application if they are not licensed to care for those ages.



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Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Total Private Attendance
Under 1 year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1 year	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4 years	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 years (prek-only)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 years & older (kindergarten & up)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0	0	0

Age Category	Description of Age Category
Under 1 year	<ul style="list-style-type: none"> Children under the age of 1 Cannot be used for Georgia’s Pre-K Attendance
1 year	<ul style="list-style-type: none"> Children age 1 but less than age 2 Cannot be used for Georgia’s Pre-K Attendance
2 years	<ul style="list-style-type: none"> Children age 2 but less than age 3 Cannot be used for Georgia’s Pre-K Attendance
3 years	<ul style="list-style-type: none"> Children age 3 but less than age 4 Cannot be used for Georgia’s Pre-K Attendance
4 years	<ul style="list-style-type: none"> Children age 4 but less than age 5 Can be used for Georgia’s Pre-K Attendance
5 years (pre-k only)	<ul style="list-style-type: none"> Children age 5 but less than 6 that are not in kindergarten This is for children who are in any pre-kindergarten setting such as a Georgia’s Pre-K Program classroom, a Head Start Pre-Kindergarten classroom, or a private-pay Pre-Kindergarten classroom ATTENTION Family Child Care Learning Home providers <ul style="list-style-type: none"> This age category will not appear to you and you should place all children that are age 5 in the age category “5 years & older” for the purpose of completing the application.



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<p>5 years & older (kindergarten & up)</p>	<ul style="list-style-type: none"> • Children age 5 and over that are school age • School age means that they are in a public or private K-12 class • Cannot be used for HS/EHS Enrollment • Cannot be used for Georgia’s Pre-K
<p>Total</p>	<ul style="list-style-type: none"> • This is a calculated field and not an entry field • This field calculates the sum of attendance for each column for all age categories.

- **Total Attendance**
 - This column is for entering the total program attendance for all children that attended at least one day in the month of February 2020.
 - Providers should enter this attendance by age based on the age categories on the table above.
 - Each child should only be counted once
 - Once Total Attendance is entered, providers will be asked to count which of those in Total Attendance should be counted by as Early Head Start/Head Start, CAPS/QRSG, or Georgia’s Pre-K.
 - Children not counted in one of these program columns will be Total Private Attendance.
- **Early Head Start/Head Start Attendance**
 - This column is for entering the total number of children eligible for Early Head Start/Head Start and in attendance at least one day in the month of February 2020 that **are included in the Total Attendance entered.**
 - Providers should enter this attendance by age based on the age categories on the table above.
 - Children that are counted as Early Head Start/Head Start **should not** be counted in the columns for CAPS/QRSG Attendance or Georgia’s Pre-K Attendance.
 - No funding will be provided for children counted as Early Head Start/Head Start since those programs are continuing to be funded while DECAL may also be providing funding through CAPS and Georgia’s Pre-K.
- **CAPS/QRSG Attendance**
 - This column is for entering the total number of children with either a CAPS Scholarship or in a Quality Rated Subsidy Grant (QRSG) slot in attendance at least one day in the month of February 2020 that **are included in the Total Attendance entered.**
 - Providers should enter this attendance by age based on the age categories on the table above.



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- If a child has a CAPS Scholarship but can also be counted in the Early Head Start/Head Start Attendance, they **should not** be counted in the CAPS/QRSG Attendance.
 - If a child has a CAPS Scholarship but can also be counted in the Georgia's Pre-K Attendance, they **should not** be counted in the CAPS/QRSG Attendance.
 - The prorated rate of \$120 for Open and \$90 for Temporary Closed will apply to the count of children in CAPS/QRSG Attendance.
 - **Georgia's Pre-K Attendance**
 - This column is for entering the total number of children in attendance at least one day in February 2020 and on the February roster for Georgia's Pre-K that **are included in the Total Attendance entered**.
 - Providers should enter this attendance by age based on the age categories on the table above.
 - Children counted as Georgia's Pre-K Attendance **should not** be counted in the columns for Early Head Start/Head Start Attendance or CAPS/QRSG Attendance.
 - The prorated rate of \$79 for Open and \$59 for Temporary Closed will apply to the count of children in Georgia's Pre-K Attendance.
 - **Total Private Attendance**
 - **No data entry**
 - This column is calculated based on what was entered in the other columns for each age category.
 - Total Private Attendance is the attendance balance after subtracting Early Head Start/Head Start Attendance, CAPS/QRSG Attendance, and Georgia's Pre-K Attendance from Total Attendance.
 - The base rate of \$240 for Open and \$180 for Temporary Closed will be applied to Total Private Attendance up to total capacity for CCLC's and 8 for FCCLH's after considering counts for children in Early Head Start/Head Start, CAPS/QRSG, and Georgia's Pre-K.
4. Entering Attendance Information in the Attendance Worksheet
- First, providers should enter Total Attendance for February 2020 by age based on the age categories on the table above.
 - In this example below, the provider entered a Total Attendance of 96



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Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year	12	0	0		12
1 year	15	0	0		15
2 years	11	0	0		11
3 years	18	0	0		18
4 years	18	0	0	0	18
5 years (prek-only)	4	0	0	0	4
5 years & older (kindergarten & up)	18		0		18
Total	96	0	0	0	96

- Next, providers should enter Early Head Start/Head Start Attendance for February 2020 included in the Total Attendance by age based on the age categories on the table above.
 - In this example below, the provider is not an Early Head Start/Head Start provider, so of the 96 in Total Attendance, 0 should be counted in Early Head Start/Head Start Attendance.

Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year	12	0	0		12
1 year	15	0	0		15
2 years	11	0	0		11
3 years	18	0	0		18
4 years	18	0	0	0	18
5 years (prek-only)	4	0	0	0	4
5 years & older (kindergarten & up)	18		0		18
Total	96	0	0	0	96

- Next, providers should enter CAPS/QRSG Attendance for February 2020 included in the Total Attendance by age based on the age categories on the table above.
 - In this example below, the provider is a CAPS provider, so of the 96 in Total Attendance, 12 are counted as CAPS/QRSG Attendance
 - As the CAPS/QRSG Attendance is entered the Total Private Attendance will be reduced by the CAPS/QRSG Attendance to 84.



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Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year	12	0	2		10
1 year	15	0	3		12
2 years	11	0	2		9
3 years	18	0	1		17
4 years	18	0	0	0	18
5 years (prek-only)	4	0	0	0	4
5 years & older (kindergarten & up)	18		4		14
Total	96	0	12	0	84

- Last, providers should enter Georgia’s Pre-K Attendance based upon the roster for February 2020 included in the Total Attendance by age based on the age categories on the table above.
 - In this example below, the provider is a Georgia’s Pre-K provider and has 1 classroom, so of the 96 in Total Attendance, 22 are counted as Georgia’s Pre-K Attendance
 - As the Georgia’s Pre-K Attendance is entered the Total Private Attendance will again be reduced by the total of CAPS/QRSG Attendance (12) and Georgia’s Pre-K Attendance (22) to 62.

Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year	12	0	2		10
1 year	15	0	3		12
2 years	11	0	2		9
3 years	18	0	1		17
4 years	18	0	0	18	0
5 years (prek-only)	4	0	0	4	0
5 years & older (kindergarten & up)	18		4		14
Total	96	0	12	22	62

- Attendance entry is now complete and if you add Early Head Start/Head Start Attendance, CAPS/QRSG Attendance, Georgia’s Pre-K Attendance and Total Private Attendance you will equal your Total Attendance.

5. Calculating the STABLE Payment

- At this point providers will be able to calculate an estimate of their eligible STABLE payment amount by using their reported operating status on their application and the rates outlined above.
 - DECAL KOALA will not do this until the application is submitted.
- For a provider with a reported operating status of Open in the example above, the calculation would be:



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- CAPS/QRSG Attendance: $12 \times \$120 = \$1,440$
 - Georgia's Pre-K Attendance: $22 \times \$79 = \$1,738$
 - Total Private Attendance: $62 \times \$240 = \$14,880$
 - These 3 amounts would be added together to get the total estimated payment.
 - Total February Attendance of 96 and a total estimated STABLE payment of \$18,058.
- For a provider with a reported operating status of Temporary Closed/Not Reported in the example above the calculation would be:
 - CAPS/QRSG Attendance: $12 \times \$90 = \$1,080$
 - Georgia's Pre-K Attendance: $22 \times \$59 = \$1,298$
 - Total Private Attendance: $62 \times \$180 = \$11,160$
 - These 3 amounts would be added together to get the total estimated payment.
 - Total February Attendance of 96 and a total estimated STABLE payment of \$13,538.

6. Maximum Payment Amount

- For a child care learning center, when calculating the total STABLE payment amount, the calculation will not take into account any attendance that exceeds a location's total capacity.
- For a family child care learning home, when calculating the total STABLE payment amount, the calculation will not take into account any attendance that exceeds 8.
- To show how this can impact the total STABLE payment amount we can use the previous example.

Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year	12	0	2		10
1 year	15	0	3		12
2 years	11	0	2		9
3 years	18	0	1		17
4 years	18	0	0	18	0
5 years (prek-only)	4	0	0	4	0
5 years & older (kindergarten & up)	18		4		14
Total	96	0	12	22	62

- If this provider's location had a licensed capacity of 90 and their Total Attendance is 96, the calculation would reduce the total number in the Total Private Attendance total by the 6 over capacity to be 56.
- This would reduce the total payment amount previously calculated in the prior example since Total Private Attendance was reduced from 62 to 56.



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Section 2: Entering the Budget Allocation Plan

1. Providers will be required to declare how they intend to use the eligible payment amount for each provider location. They will do this by entering the percent of the payment they wish to use in each of the budget allocation categories in this portion of the application.

Budget Allocation Categories	Percentage Allocation
Retaining or Hiring Lead and Assistant Teachers	<input type="text" value="0"/> %
Retaining or Hiring Other Employed Staff	<input type="text" value="0"/> %
Substitute Teachers	<input type="text" value="0"/> %
Classroom Materials and Supplies	<input type="text" value="0"/> %
Unreimbursed Food	<input type="text" value="0"/> %
Facilities Costs	<input type="text" value="0"/> %
Supplies to Adhere to CDC Guidelines	<input type="text" value="0"/> %
Tuition Relief for Families	<input type="text" value="0"/> %
Total	0%

2. The eligible budget allocation categories are:
 - Retaining or Hiring for Lead and Assistant Teachers
 - This category is intended for planned spending related to employing teaching staff. Eligible costs include but are not limited to salary and wages, bonus pay, hazard pay, health insurance benefits, life insurance benefits, flexible benefits such as dental or vision, the providers portion of federal and state taxes and withholdings, and costs associated with hiring a new teacher.
 - Retaining or Hiring Other Employed Staff
 - This category is intended for planned spending related to employing non-teaching staff. Eligible costs include but are not limited to salary and wages, bonus pay, hazard pay, health insurance benefits, life insurance benefits, flexible benefits such as dental or vision, the providers portion of federal and state taxes and withholdings, and costs associated with hiring a new non-teacher employee.
 - Substitute Teachers
 - This category is intended for planned spending on costs associated with employing substitute teachers
 - Classroom Materials and Supplies



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- This category is intended for planned spending related to ensure that all classrooms are safe, healthy, and nurturing educational spaces. Eligible costs include but are not limited to typical materials and supplies for classroom environments for all ages, furniture, books, art supplies, blocks and accessories, curriculum, as well as instructional technology.
 - Unreimbursed Food
 - This category is intended for planned spending related to food services that are not reimbursed through another public funding stream such as the USDA Child and Adult Care Food Program, USDA Summer Nutrition Program, or Georgia's Pre-K.
 - Facilities Cost
 - This category is intended for planned spending related to the costs necessary to maintain the program's facility. Eligible costs include but are not limited to lease payments, mortgage payments, building insurance, utilities, and facility maintenance. STABLE funds cannot be used for major improvements such as capital improvements.
 - Supplies to adhere to CDC guidelines for COVID-19
 - This category is intended for planned spending related to the additional costs that may be incurred due to adhering to CDC guidance related to group size and space to prevent the spread of COVID 19. Eligible costs include but are not limited to cleaning services, cleaning supplies, obtaining personal protective equipment, or the costs of measures to limit contact between individuals.
 - Tuition Relief for Families
 - This category is intended for planned spending that would be as a result of providing tuition relief for families that are paying to maintain their child care slot at a program.
3. Providers will enter the percent they intend to use in each category
- The total must equal 100%.
 - Providers must use at least one category.
 - Providers do not have to use all the categories.
 - All funds may apply to cost as early as 3/27/2020
 - All funds must be expended by 9/30/2020
 - When using the funds, actual cost cannot differ from the planned amount by more than 10% from the budget allocation percentage.
 - An example of this would be if a provider had a total eligible payment of \$1,000 and planned to use 50% for Classroom Materials and Supplies.



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- In order to be compliant with the 10% difference amount, the actual spending for Classroom Materials and Supplies cannot be below 40% of the total payment amount or more than 60% of the total payment amount.
- In terms of dollars, 50% of \$1000 is \$500 and in order to be compliant the actual spending for Classroom Materials and Supplies can be as little as \$400 and no more than \$600.

Section 3: Acknowledgement of Terms, Submission, and Payment

1. Read and acknowledge the terms of receiving this benefit
 - Prior to submitting the application providers must acknowledge the STABLE payment requirements and enter an electronic signature.

Verify the information above and read the consent statement

APPLICATION FOR SHORT TERM ASSISTANCE BENEFIT FOR LICENSED ENTITIES

By submitting this Application for the Short Term Assistance Benefit for Licensed Entities made available through funding provided by the Coronavirus Aid, Relief, and Economic Security Act ("Application") and/ or accepting funds distributed pursuant to this Application, the undersigned, its employees, agents, subcontractors, and assigns certifies and agrees:

- (1) to be bound by any and all terms set forth in this Application and to use any and all funds distributed pursuant to this Application in the manner set forth below;
- (2) this Application does not create a contractual relationship with the State of Georgia or any of its Agencies and any failure to distribute funds pursuant to this Application does not create a cause of action nor does it carry any appeal rights pursuant to O.C.G.A. 20-1A-10.1;
- (3) to only expend the funds in a manner consistent with allocations noted in the application with the exception that any line item category noted in the application may be over or underspent by an amount not to exceed ten percent and not exceeding the total amount of the payment approved;
- (4) to expend the total payment approved by September, 30 2020;
- (5) to comply with all Rules and Regulations governing Child Care Learning Centers or Family Child Care Learning Homes, including all provisions related to Comprehensive Criminal Background Checks;
- (6) to keep detailed, accurate and truthful accounting records of the receipt, use and disbursement of all funds received pursuant to this Application;
- (7) to allow DECAL, or its representatives, unlimited access to audit and examine any and all records related to the funds disbursed pursuant to this Application, including, but not limited to, all records, reports, distributions, account ledgers, balance sheets, bank records, credit card statements, electronic payment records, receipts, or other documents related to the receipt and distribution of funds pursuant to this Application; Failure to provide accurate documentation will be construed as filing a false statement;
- (8) to allow DECAL or its representatives to interview any employee or agent in relation to funds disbursed pursuant to this Application;
- (9) that any funds received pursuant to this Application are subject to repayment, reclaim and recapture if (a) the funds are not used in the manner provided for and set forth in this Application OR (b) if access to records or information as set forth in the preceding paragraphs is refused or denied by the person(s) or entity receiving funds pursuant to this Application (c) or, if any information provided in the application is found to be false or misleading; Any agency action in requesting or demanding repayment, reclaim and/ or recapture is a final determination and is not subject to appeal pursuant to O.C.G.A. 20-1A-10.1;
- (10) that this is an application for a continuing benefit under its existing child care license and its lawful presence in the United States pursuant to O.C.G.A 50-36-1, to the extent required, has been previously established;
- (11) that if funding is reduced or restricted prior to distribution by legislative action, Federal or state allocations, or executive action, the amount distributed under this Agreement will be reduced or eliminated accordingly;
- (12) that this Agreement does not and will not violate any conflict of interest provisions of O.C.G.A. § 45-10-20 et seq., in any respect and agrees not to employ any individual that would result in a violation of this law;
- (13) it will provide a drug-free workplace in accordance with 41 U.S.C. § 8103;
- (14) it will NOT use any funds disbursed under this application for lobbying or any other use prohibited pursuant to 31 U.S.C. Section 1352;
- (15) to comply with Executive Order No. 11246, as amended and as supplemented by U.S. Department of Labor regulations (41 CFR, Part 60-1, et seq.), which prohibits discrimination based on race, creed, color, religion, national origin, sex, or age;
- (16) if any provisions or paragraphs of this Application are or become illegal, unenforceable, or invalid, in whole or in part for any reason, the remainder of this Application shall remain in full force and effect without being impaired or invalidated in any way; and
- (17) that this Application may be delivered by facsimile, email or other means of electronic transmission with the same legal effect as delivery of an original signed copy of the Application. This Application can be signed electronically with the same legal effect as an original signature.

By entering your name as an electronic signature, you affirm that the information entered on the above Short Term Assistance Benefit for Licensed Entities (STABLE) 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 a STABLE Payment 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.



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2. Submitting the Application

- Once the application is complete providers must click the “Submit” button at the bottom.
- If the application has passed all validity checks it will change to a submitted status and this message will appear.



Thank you for submitting your request. This message is the receipt of your submission of STABLE Payment application submission number 51231. Your request will be processed within the next 10 business days.

- Providers will then receive an email detailing their submission.

3. Receiving Payment

- Maximus, Inc., DECAL’s current payment vendor for the CAPS program, will be processing STABLE payments on behalf of DECAL.
- Providers that have completed the CAPS annual renewal process in the last 12 months will not need to take any further action to receive their payment.
- All other providers will be required to complete the required payment verification process with Maximus, Inc. Providers required to complete the payment verification process will receive the necessary forms that must be returned to complete the required payment verification process once a provider has submitted their application and the STABLE payment amount has been sent to Maximus, Inc. to begin the payment process.
 - This process includes returning a completed W-9 and Direct Deposit Form to Maximus, Inc. and they will conduct the required IRS verification.
 - DECAL is required to ensure that the entity paid is the same as the entity that is licensed and able to receive the benefit.
 - In order for the W-9 to pass for approval the W-9 must have the legal name or location name that is on the provider’s child care license. One of those names must pass the IRS verification match with the TIN provided.
 - The Direct Deposit Form must also show that the account being paid is in the name of the child care license holder.
- If a provider would like to contact Maximus, Inc prior to this direct outreach they can do so by email and phone.
 - Email: CAPSCOV19Compliance@Maximus.com
 - Phone: 1-877-755-6522
- DECAL intends to ensure that payments are processed multiple times a week to expedite payments to providers. For providers that must go through the payment verification process, please take care to ensure the required forms are completed correctly and in a timely manner so that payments are not delayed.



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- As noted at the beginning, please take the time to submit the application in a manner that is informed by the guidance provided and as accurate as possible. If a submitted application requires correction, this could mean a significant delay in receiving funds.



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Attendance and Estimated Payment Worksheet

Attendance

1. Refer to the guidance for how to complete the attendance.

Age	Total Attendance	Early Head Start/Head Start Attendance	CAPS/QRSG Attendance	Georgia's Pre-K Attendance	Total Private Attendance
Under 1 year					
1 year					
2 years					
3 years					
4 years					
5 years (pre-k only)					
5 years (kindergarten & up)					
Total					

Calculation of an Estimate of Total Payment

Open	Temporary Closed/Not reported
<ul style="list-style-type: none"> • Base rate of \$240 per eligible child • Prorated rate of \$79 per eligible child in Pre-K • Prorated rate of \$120 per eligible child in CAPS 	<ul style="list-style-type: none"> • Base rate of \$180 per eligible child • Prorated rate of \$59 per eligible child in Pre-K • Prorated rate of \$90 per eligible child in CAPS

1. Use the attendance totals and appropriate rate to calculate the total for each group.
2. Then add the totals for each group to get a total estimate.
3. Remember, if the Total Attendance is greater than capacity for CCLC's and 8 for FCCLH's then the Total Private Attendance will be reduced for calculating the payment amount. Please refer to the guidance and example provided.

	Total		Rate		Total Amount
Early Head Start/Head Start Attendance	___	X	\$0	=	\$0
CAPS/QRSG Attendance	___	X	___	=	_____
Georgia's Pre-K Attendance	___	X	___	=	_____
Total Private Attendance	___	X	___	=	_____

	CAPS/QRSG Amount		Georgia's Pre-K Amount		Total Private Amount		Total Estimate
Total Amount:	_____	+	_____	+	_____	=	_____