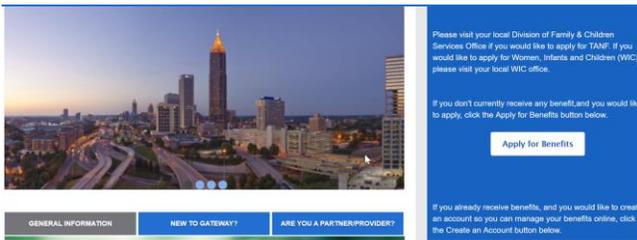


# SUMMER TRANSITION PROGRAM FAMILY: HOW TO APPLY FOR CAPS

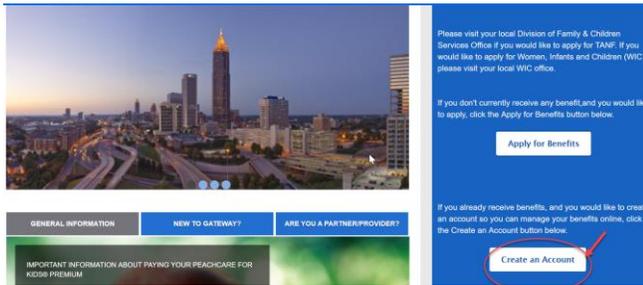
## 1 GO TO GEORGIA GATEWAY

Web Address: <https://gateway.ga.gov/>



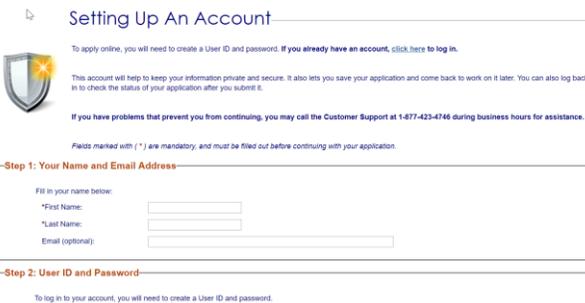
## 2 CREATE AN ACCOUNT

- If you have a Gateway Account (Medicaid, TANF, WIC, SNAP, etc.) start at Step 4 and "Start an Application for Childcare".
- If you DO NOT have a Gateway account, scroll down towards the bottom of the screen and click "Create Account"



## 3 SETUP AN ACCOUNT

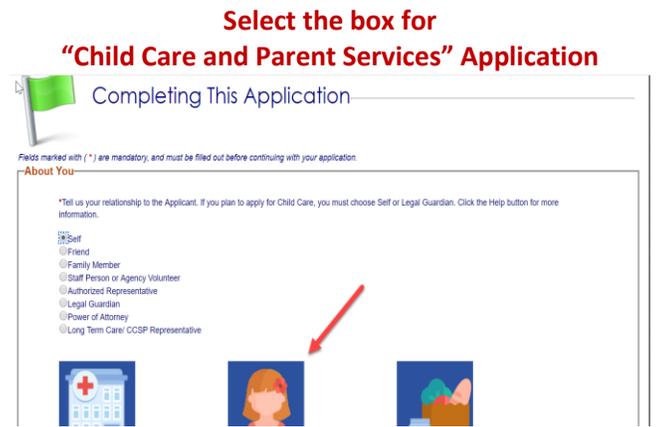
Complete 4-Step process to Setup an account



**CONTINUED ON BACK**

## 4 START AN APPLICATION

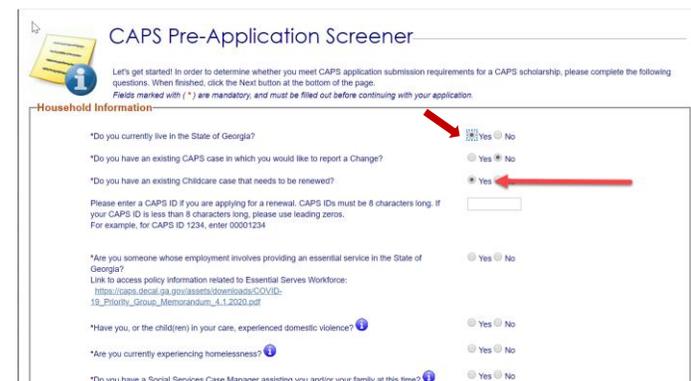
Click on "Start an Application"



## 5 PRE-APPLICATION SCREENER

IMPORTANT:

- Select "YES" for "Do you have an existing Childcare case that needs to be renewed?"
- Do not put anything in the  (Leave Blank)
- Answer remaining questions





## 6 SUCCESSFUL PRE-SCREENER

If you do not receive the following message  
“Based on the information provided, you meet application submission requirements for the CAPS scholarship. Please click Next to continue with the rest of the application”, notify your provider.



## 7 COMPLETE APPLICATION & SUBMIT DOCUMENTS

- Upload documents to verify the following:
  - Georgia Residency
  - Child’s Age & Citizenship
  - Immunization
  - Parent Identity
  - Activity
  - Income

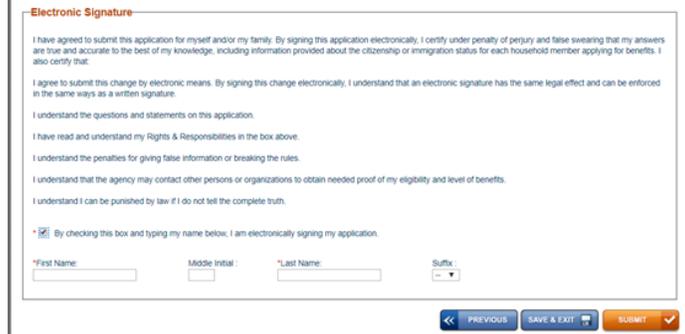
## 8 SIGN APPLICATION

- Sign your application electronically

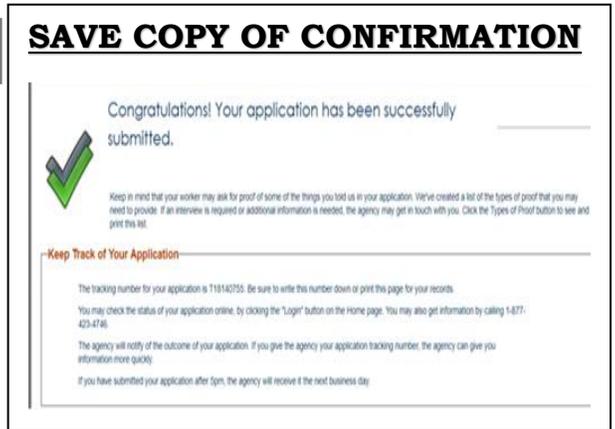


## 9 SUBMIT APPLICATION

- Submit your application



## 10 SAVE COPY OF CONFIRMATION



## 8 SIGN APPLICATION

## 11 NOTIFY YOUR TRANSITION COACH

### IMPORTANT:

- Let your Transition Coach know you have applied for CAPS
- Give your provider the “Tracking Number” for your application.

