

October 14, 2011

Dear Child Care Provider:

Georgia Childcare and Parent Services (CAPS) providers play very important roles in the lives of the children they serve and, as you know, with important roles come important responsibilities. Earlier this year, we sent correspondence highlighting changes to providers' responsibilities as it relates to provider payment requests of the CAPS program. Our goal is to make sure all providers understand and comply with the CAPS policies to remain eligible to receive subsidized funding.

To ensure that all providers clearly understand the changes to the Child Care Provider Agreement, CAPS will sponsor 10 training sessions. The training will include a billing and payment overview by MAXIMUS, an in-depth look at provider payment compliance issues by the Office of Inspector General and a review of the Child Care Provider Agreement changes by CAPS and the Office of Inspector General. The *new* Child Care Provider Agreement should have been returned to MAXIMUS by May 27, 2011. We look forward to discussing the Provider Agreement with you and answering any questions you may have regarding the agreement, billing practices and participation in the CAPS program.

Each training session is scheduled to begin at 6:30 pm and last no later than 8:30 pm.

TRAINING SCHEDULE

Monday Oct. 24, 2011  
Fulton Cty. DFCS  
515 Fairburn Road  
Atlanta, GA 30331

Tuesday Oct. 25, 2011  
Augusta Tech. College  
Bldg 1000, ITC Auditorium  
3200 Augusta Tech. Dr.  
Augusta, GA 30906

Thursday Oct. 27, 2011  
Columbus Tech. College  
Room L-600, Lib. Build.  
928 Manchester Expwy.  
Columbus, GA 31904

Thursday Nov. 3, 2011  
Bibb County DFCS  
456 Oglethorpe Street  
Macon, GA.31201

Monday Nov. 7, 2011  
Dougherty County DFCS  
200 West Oglethorpe Street  
Albany, GA 31706

Tuesday Nov. 8, 2011  
Clayton Cty. Comm. Scvs. Auth.  
1000 Main Street  
Forest Park, GA 30297

Thursday Nov. 10, 2011  
Fulton Cty. DFCS  
515 Fairburn Road  
Atlanta, GA 30331

Thursday Nov. 17, 2011  
DeKalb Cty. DFCS  
178 Sams Street  
Decatur, GA 30030

Monday Nov. 21, 2011  
Chatham Cty. DFCS  
761 Wheaton Street  
Savannah, GA 31498

Tuesday Nov. 22, 2011  
DeKalb Cty. DFCS  
178 Sams Street  
Decatur, GA 30030

Space is limited so please RSVP by contacting MAXIMUS/GA CAPS as soon as possible to confirm your attendance. If you are unable to attend the training sessions, the Power Point and Frequently Asked Questions will be available at the end of all the sessions on the GACAPS website ([max.gacaps.com](http://max.gacaps.com)). You will also be given the opportunity to listen to a phone training during the first week in December 2011. Should you have questions or need additional information, please contact MAXIMUS/GA CAPS at 1.877.755.6522.

The Childcare and Parent Services Program