

INCOME INFORMATION

(Include spouse or other parent's information if present in household. If yes, select person who receives income and enter the monthly gross amount.)

SOURCE OF INCOME	NO	YES	APPLICANT	MONTHLY GROSS INCOME	SPOUSE/OTHER PARENT	MONTHLY GROSS INCOME
WAGES/SALARY/SELF EMPLOYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
UNEMPLOYMENT COMPENSATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
SOCIAL SECURITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
WORKER'S COMPENSATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
ALIMONY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
CHILD SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
REGULAR LOTTERY PAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
CAPITAL GAINS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
RENTAL INCOME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
RENTAL INCOME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
DISABILITY PAYMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
INTEREST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
RETIREMENT/PENSION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
TRUST FUND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$

Parental Authority Rights

- You have the right to apply for assistance, withdraw the application, request termination of assistance, or reapply for Quality Rated Subsidy Grant (QRSG) at any time.
- You are authorized to receive child care services if funds are available and you remain eligible and have complied with all QRSG program requirements.
- You have the right to make decisions about the choice of child care provider that suits the needs of your family, as long as the provider is an approved Quality Rated Subsidy Grant participating program.
- Temporary Assistance for Needy Families (TANF) recipients have the right to be informed of the availability of exemptions from mandatory participation in employment services activities if appropriate child care is not available, affordable or cannot be accessed.
- Parental authorities who state that they or their children have been victims of domestic violence or who state that they are at risk of further domestic violence must be informed of the available community services that assist victims of domestic violence and how to voluntarily and confidentially access such services.
- You have the right to have access your child during all times the child is in child care.
- Information that you provide is placed in a database used by the QRSG program and will remain confidential in accordance with any applicable state or federal regulations.
- You have the right to see your case file unless this is prohibited by state or federal laws or regulations.
- You have the right to file an appeal when the Agency imposes an adverse action that is appealable, such as a denial and/or termination of QRSG services and you do not agree with the action taken by the agency.
 - o Changes where adverse actions are a direct result of implementation of federal and state regulations/policies and the change affects entire populations are not appealable.
- You have the right to request a grievance mediation and/or the right to an administrative hearing.
- Parental authorities who speak Spanish have the right to request and receive forms and notices in Spanish and request QRSG to provide an interpreter when contacting the QRSG program. Other non-English speaking individuals or persons with limited English proficiency shall have the right to request an interpreter provided by the agency.
- Parental authorities with vision or hearing impairments have the right to request auxiliary aids or other accommodations.
- You have the right to be treated fairly without regard to race, color, religion, sex or sexual orientation, marital status, national origin, ancestry, age, political beliefs, or disability. Note: If you feel your rights have been violated, please contact the QRSG program at QRSG.Support@decals.ga.gov.
- You have the right to appeal to the U.S. Department of Health and Human Services Office for Civil Rights (HHS OCR) if you feel DECAL has violated your civil rights.
- You have the right to request suspension or termination of services.

Parental Authority Responsibilities

- You are responsible for providing true and accurate information to the program.
- You are responsible for supplying all requested forms, information, and verification needed to determine eligibility and amount of benefits. If all information cannot be submitted this may result in the inability to determine eligibility and the application being denied.
- You must permit the child care program and DECAL to verify all information/statements on the application and during the interview.
- You must cooperate in taking any actions necessary to establish eligibility. You must cooperate with any QRSG, Audits and Compliance, and Office of Inspector General (OIG) fraud investigation by completing any required forms, responding to scheduled interview appointments, and by making requested records or information available. If you do not cooperate, you may be determined to be ineligible for QRSG.
- You are responsible for reporting any changes in your circumstances to the QRSG program within ten (10) calendar days of becoming aware of the change.
 - o The following list of changes may be reported to the Grant Administrator:
 - o Increases or decreases in income
 - o Loss of Activity (e.g., employment, education, or training)
 - o Any change in the child care arrangements (including changes in providers or the location where care is given, a change in the relationship of the provider to the child, cost, or the need for child care)
 - o State of residence
 - o Child's citizenship status
 - o Updated contact information (address, phone number and/or e-mail address) to allow on-going communication
 - o **Note:** Changes should be reported within ten (10) calendar days via phone, fax, e-mail, mail or in person.
- You are responsible for reporting within ten (10) calendar days if child(ren) is(are) no longer enrolled in child care or moves out of the home.
- You are responsible for repaying any overpayments assessed against you by the QRSG program after all appeal processes have been exhausted. Any violations of responsibility for non-payment may result in additional adverse actions or sanctions. Refer to the QRSG Sanctions and Disqualifications Policy (QRSG/00-16).

Applicant Signature: _____

Date: _____

Program Administrator Signature: _____

Date: _____

