

Candice Broce
Director

## CPS SCRENING UNIT

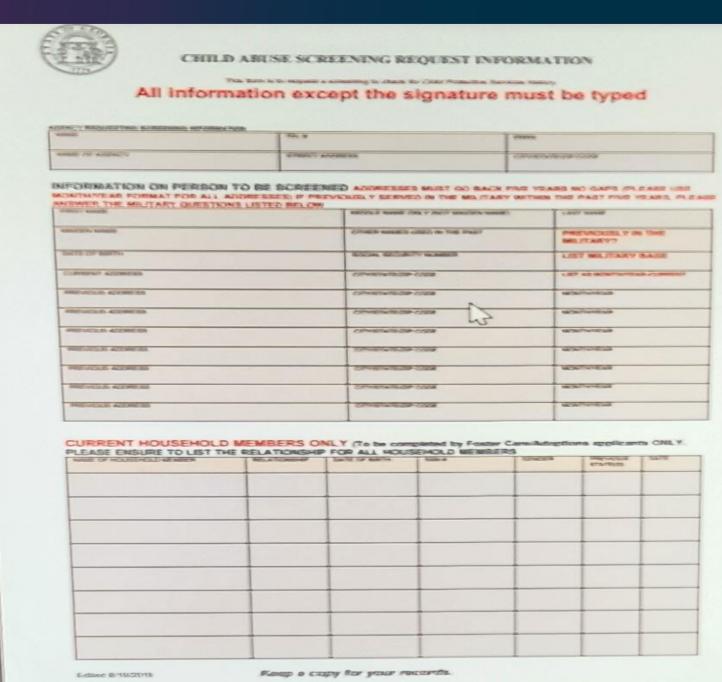
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#### DIVISION OF FAMILY & CHILDREN SERVICES

# REQUIRED DOCUMENTS

- CPS APPLICATION FOR EACH HOUSEHOLD MEMBER THAT IS 18 YEARS OR OLDER
- AGENCY LETTERHEAD

EMAIL ADDRESS: CPSSCREENING@DHS.GA. GOV



### COMPLETED APPLICATION

ANE ADDRES	SES MUST GO BACK FIVE VEADO	
	MIDDLE NAME ONLY WARS NO GAPS (PLEASE	USE MONTHE
ORMATION ON PERSON TO BE SCREENED (APPLICANT) ADDRESS AND ADDRESS	MARY (NOT MAIDEN NAME)	LAST NAME
JRRENT ADDRESS	OTHER NAMES USED IN THE PAST MARY SMITH, MARY DOE	DOE
PEACHTREE STREET NW	CITY STATES	
EVIDUS ADDRESS	CITY/STATE/ZIP CODE ATLANTA, GA 30303	
PEACHTREE STREET NW		LIST AS MONTH/YEAR-CURRENT
REVIOUS ADDRESS	CITY/STATE/ZIP CODE	9/2018-CURRENT
PEACHTREE STREET NW	ATLANTA, GA 30303	MONTH/YEAR
STREET NW	CITY/STATE/ZIP CODE	1/2018-/8/2018
EVIOUS ADDRESS	ATLANTA, GA 30303	MONTHYEAR
PEACHTREE STREET NW	CITY/STATE/ZIP CODE	5/2017-12/2017
EVIOUS ADDRESS	ATLANTA, GA 30303	MONTH/YEAR
PEACHTREE STREET NW	CITY/STATE/ZIP CODE	1/2017-5/2017
EVIOUS ADDRESS	ATLANTA, GA 30303	MONTH/YEAR
PEACHTREE STREET NW		1/2016-12/2016
EVIOUS ADDRESS	CITY/STATE/ZIP CODE ATLANTA, GA 30303	MONTHYEAR
PEACHTREE STREET NW		1/2015-12/2015
EVIOUS ADDRESS	ATLANTA, GA 30303	MONTHYEAR
PEACHTREE STREET NW		1/2014-12/2014
TE OF BIRTH	CITY/STATE/ZIP CODE	
19 OF BIRTH	ATLANTA, GA 30303	MONTH/YEAR 9/2013-12/2013
	SSN# 123-45-6789	2013-12/2013

NAME OF HOUSEHOLD MEMBERS ONLY	RELATIONSHIP	DATE OF BIRTH	cents ONLY).			
COMMISSION			SSN#	GENDER	PREVIOUS	YEAR
CONNOR UPTON	FOSTER CHILD	1/5/2003 1/3/2017 2/5/2018	123-45-6789		STATE(S)	1000
				MALE	N/A	
JENNIFER DOE	DAUGHTER					
			N/A	FEMALE		1
OHNNIE DOE	SON				1	1
			N/A	MALE		1
ELINDA MOORE ROOM MATE	POOMAN					1
	KOOM MAIE	1/6/1979	123-45-6789	FEMALE	DC, FL	1 2011
OHN DOE				MALE		2011, 201
	FATHER	1/5/1935	123-45-6789			
ESSIE DOE MOTHER				I MAKE	FL	2016
	MOTHER	1/4/1936	123-45-6789			
			12.00	FEMALE	FL	2016
STIN DOE BROTHER	BROTHER	1/3/1959				
			123-45-6789	MALE	N/A	
JANA DOE SISTER	SISTER					
	1/2/1961	123-45-6789	FEMALE	N/A		

#### REASONS REQUESTS ARE REJECTED

- MISSING AGENCY LETTERHEAD
- DOB ON APPLICATION DIFFERENT FROM GA+SCORE
- SSN ON APPLICATION DIFFERENT FROM GA+SCORE
- HOUSEHOLD MEMBER NOT LISTED IN GA+SCORE
- MISSING APPLICATION FOR HOUSEHOLD MEMBER
- ADDRESSES NOT IN CHRONOLOGICAL ORDER
- ADDRESSES NOT IN MONTH/YEAR FORMAT
- MISSING ADDRESSES/DATES
- MISSING PREVIOUS NAME(S) USED
- NAME(S) ON APPLICATION DIFFERENT FROM GA+SCORE

#### HOW TO AVOID YOUR REQUEST BEING REJECTED

- REVIEW THE APPLICATION AND GA+SCORE PRIOR TO UPLOADING THE DOCUMENTS.
- IF YOU HAVE UNIQUE SITUATIONS WITH AN APPLICANT(S), EMAIL THE UNIT FOR CLARIFICATION PRIOR TO UPLOADING THE DOCUMENTS.
- IF YOU ARE SUBMITTING A REQUEST FOR A NEW HOUSEHOLD MEMBER, OR A YOUTH TURNING 18, IF THE FOSTER PARENTS LETTER IS SET TO EXPIRE WITHIN 30 DAYS OR LESS, YOU WILL NEED TO UPLOAD AN APPLICATION FOR ALL HOUSEHOLD MEMBERS AT THE SAME TIME.
- SUBMIT YOUR RE-EVALUATIONS 60-90 DAYS BEFORE THEY ARE DUE TO AVOID BEING LATE, BECAUSE THE UNIT WILL NOT BE ABLE EXPEDITE REQUEST FOR PROVIDERS WAITING UNTIL THE LAST MINUTE TO SUBMIT THE REQUEST.

### ANY QUESTIONS?