



MEMORANDUM

TO: RBWO Providers

FROM: Melloney Claiborne, CPS Screening Unit Manager
Office of Safety Services

DATE: August 19, 2019

RE: Adam Walsh (Domestic/International) Requests

Dear Providers,

As you all are aware that any prospective applicant(s) seeking to become a foster parent will be subject to the Adam Walsh screening as part of the screening process if the applicant(s) has resided in another state(s) within the past five years from the date the application is submitted. All prospective applicants are screened in public records to confirm that the information that is listed, or not listed on the application at the time of submission. If you receive an email from the unit indicating that Public records reflects information that differs from information that is listed on the application, you are required to confirm the requested information with the applicant, then you will reply back to the email that was sent to your agency informing the CPS Screening Unit that the information was confirmed and the application has been amended, or the information on the application is correct. You will not need to submit any documents for verification unless you are requested to do so by the CPS Screening Unit.

If the request is kicked back for any reason, as indicated in all emails sent when a request is not able to be processed due to errors, or requested and/or required information that is needed, your timeframe of (10) business days will start from the date that the information and/or response is received. As sent in a previous memo last year, you are required to reply to the kickback email so that the screener will know all the reasons why the requests was not able to be processed at the time of submission. Even if no amendments were needed after confirming with the applicants), the request was not able to be processed at the time of the initial submission. While we completely understand that some providers may feel that if no amendments were needed that they should not have to wait another (10) business days, however, we are not able to determine if the application was in fact correct or not at the time of submission until the information has been confirmed and a response is sent to the CPS Screening Unit. Due to the high volume of requests that we receive daily from all providers, we process requests in the order that they are received. We have an established timeframe because it takes that long to complete a thorough screening for each applicant that is submitted.

In an effort to ensure that a thorough screening is completed, we are in the process of implementing a process to include international background checks to screen for CPS history for applicants that have resided in another country within the past five years from the date the application is submitted to the CPS Screening Unit for review/processing. Currently we will be processing international background checks for applicants who have previously served in the Military. Once we have additional information regarding the international screening background checks for "Non-Military" applicants, we will share that process at that time.

I have amended the CPS screening application (8/19/2019) to reflect the above-mentioned change in the screening process. The application will now have (2) questions related to previous Military service. To eliminate any confusion, all providers will be required to complete the same amended CPS application whether the applicant(s) previously served in the Military or not. If the applicant answers YES to whether they previously served in the Military and was stationed in another country within the past five years from the date the application is submitted, they will be required to answer the second question on the application, which is for the Military base that they were located for each country that is listed on the application. If the applicant has not served in the Military within the past five years from the date the application is submitted, you will answer NO to the first question and leave the second question blank. **It is imperative that the outlined process is followed as instructed effective 9/1/2019 to prevent any delays with requests being processed. After 9/1/2019, any requests not submitted on the amended CPS application will not be processed.**

The CPS Screening Unit appreciate your patience and understanding with this change in process. If you have any questions, and/or concerns, please feel free to contact Melloney Claiborne at Melloney.Claiborne@dhs.ga.gov for further assistance.

We appreciate your understanding and cooperation regarding the needed changes for the CPS screening request process. If you have any questions, or need clarification regarding the information outlined in this memo, you may contact Melloney Claiborne.