



REQUEST INSTRUCTIONS

Please review the informational memo on CPS screenings and the application before completing the form. If your request is not lawful in the state of Georgia, it will not be processed.

NOTE: If your agency is not an OPM contracted Child Placing Agency (CPA), please skip to the "Other States/Tribes/Court Investigators" instructions below.

The CPS Screening request is a package. It consists of the following documents:

1. **CPS Screening Request: Agency Page**
2. **CPS Screening Request: Applicant Page for each adult household member age 18 years and older**
3. **Prior Service Report**
4. **Financial Statement or Form 44**

Request Submission for Initial Approvals

1. Upload the documents to GA+SCORE on the prospective caregivers' Initial Approval screen. The "required documents" drop-down menu has been expanded to accept each form type.
2. Email SSIU at cpsscreening@dhs.ga.gov to request the CPS screening. Confirm in the email that the packet has been uploaded to GA+SCORE, identify the prospective caregiver's name, GA+SCORE Foster Home ID and the agency name.
 - a. SSIU will acknowledge receipt of the request and follow existing processes regarding notification of results. Timeframes for requests that require Adam Walsh checks are contingent on the other state's response time. SSIU will send screening requests to the other state within three (3) business days of receipt of the CPS screening request.
3. The CPS, Accurint and SUCCESS results will be uploaded directly into the GA+SCORE record by SSIU. The CPS result will be uploaded under the Safety tab and the Accurint and SUCCESS results will be uploaded in the Initial Approval information under "required documents".
 - a. SSIU will notify the CPA via email that the CPS results are ready for review.

Request Submission for Annual CPS Screening of Existing Caregivers

1. Obtain the completed CPS form from the existing caregiver(s) and adult household member(s), as applicable.
2. Upload the CPS form to GA+SCORE on the Addenda screen. The Reason for Addendum is "CPS Screening Request - Re-Evaluation".
3. GA+SCORE will send an automated email to SSIU. There is no need to notify them separately.
 - a. SSIU will acknowledge receipt of the request and follow existing processes regarding notification of results.
4. The CPS results will be uploaded directly into the GA SCORE record by SSIU. The CPS result will be uploaded under the Safety tab.
 - a. SSIU will notify the CPA via email that the results are ready for review.

Request Submission for New Household Member (or new Secondary Caregiver)

1. Obtain the completed CPS form from the new caregiver or adult household member, as applicable.
2. Upload the CPS form to GA+SCORE on the Addenda screen as part of the addendum for the new member ("Household Composition Change - New Other Member" or "Household Composition Change - New Marriage", respectively).
3. GA+SCORE will send an automated email to SSIU. There is no need to notify them separately.
 - a. SSIU will acknowledge receipt of the request and follow existing processes regarding notification of results.
4. The CPS results will be uploaded directly into the GA SCORE record by SSIU. The CPS result will be uploaded under the Safety tab.
 - a. SSIU will notify the CPA via email that the results are ready for review.

Other States/Tribes/Court Investigators:

Submit the completed agency page and applicant's page(s) to customer_services_dfcs@dhs.ga.gov or fax to 404- 657-4483.