



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

MEMORANDUM

TO: RBWO Child Placing Agencies (CPA)

FROM: Melloney Claiborne, CPS Screening Unit Manager
Shaun Johnson, Office of Provider Management Director
Tammy Reed, Placement and Permanency Services Director

DATE: May 29, 2017

RE: CPS Screening Requests for Substitute Caregivers/Volunteers

Dear RBWO Provider,

The CPS Screening Unit will begin completing substitute caregivers and volunteers checks again, effective immediately. Substitute caregivers and volunteers are individual(s) who do not reside in the same residence as the foster caregivers(s), but who provide support within the foster caregivers' home as needed in caring for children in DFCS custody.

O.C.G.A 49-5-41 statute governs the disclosure of information regarding children that are placed in Georgia Division of Family and Children Services temporary or permanent custody. The Division can only disclose Child Protective Services history as permitted by the law, thus the information Child Placing Agencies may receive regarding substitute caregivers and volunteers will be limited. The Child Placing Agency will receive an email indicating whether the prospective substitute caregiver and/or volunteer can provide support for children in DFCS custody, or if the individual is unable to provide support. CPS screening letters will continued to be generated for prospective/current foster caregivers and other household members.

The process for submitting a request is as follows: The Child Placing Agency will submit the request on their agency's letterhead along with the CPS screening request form for each substitute caregiver and/or volunteer as an attachment to the cps email at cpsscreening@dhs.ga.gov. The subject line will need to state the request for a substitute caregiver or volunteer. The requests for substitute caregivers and/or volunteers will be the only requests that are accepted as attachments to the cps email box. The CPS Screening Unit will complete the CPS screening request and send the Child Placing Agency an email indicating whether the prospective substitute caregiver and/or volunteer can provide support for children in DFCS custody, or if the individual is unable to provide support. The Child Placing Agency may print or save the email as confirmation of the completed screening for auditing purposes. The Child Placing Agency continues to be responsible for conducting all other background checks on this substitute caregivers and volunteers to include: Department of Corrections, Pardons and Paroles and Sex Offender Registry.