

# CPS Screening Unit Q & A

## **Q: How to submit a CPS Screening Request?**

**A:** Providers will need to submit a screening request via GA+Score. If the request is a **re-evaluation** you will need to submit the CPS Screening application and Memorandum Cover page on a Company letterhead (updated form located in GA+Score) via GA+Score. You are not required to submit an e-mail to the CPS Screening inbox due to GA+Score sending out an alert to inform the unit. However, if you are submitting an **initial** CPS screening request, you will need to upload a CPS Screening application and Memorandum Cover page on a Company letterhead via GA+Score. You will also need to notify the CPS Screening unit via e-mail at [CPSScreening@dhs.ga.gov](mailto:CPSScreening@dhs.ga.gov) that the initial CPS Screening Request has been submitted via GA+Score for review. If you fail to do so, your request will not be processed and will be invalid.

## **Q: How to complete a CPS Screening Application?**

**A:** First and foremost the Provider must download the application from GA+Score. Once the application has been downloaded, please ensure that you complete the form to its entirety to prevent delay. All Providers must complete the top section, which is labeled Requestor. Please make sure all contact information is accurate. Please note that if you do not list your contact information in the section that states “Results to be sent to” you will not receive any correspondence from the CPS Unit. Please ensure that you list the accurate contact information to whom you want the results to be forwarded in order to ensure that results are received in a timely manner. The applicants are to complete the rest of the application and provide their signature at the bottom of the application.

## **Q: Do you need to list dates for current residences of the applicant?**

**A:** Yes. It is required that applicants list dates (month/year) for all current and prior residences. If the dates are not listed next to the addresses that are provided on the application, the request will not be processed and the CPS Screening Unit will inform you via e-mail of the corrections that need to be made in order for the CPS Screening Application to be processed. Please note that the provider will need to re-submit the request and notify the CPS Screening Unit via e-mail at [CPSScreening@dhs.ga.gov](mailto:CPSScreening@dhs.ga.gov) that the request has been submitted and ready for review. If the Providers do not send an e-mail informing the CPS Screening Unit that the request has been re-submitted, the request will not be processed and will be invalid.

## **Q: Do I need to list all my current and past household members?**

**A:** Yes. If the past household member has resided in your home within the last six months to a year, you will need to provide that information and the dates that they moved out. All current residents are required to be listed in the household section.

**Q: What are some of the reasons to why a request will be kicked back to a provider?**

**A:** There are many reasons that a request will be kicked back to the provider; however, the number one reason is providers are not submitting a required memorandum cover page with the CPS applications that is required. Please note that these are some of the reasons a request will be kicked back to the provider:

- Maiden name not listed on the CPS Screening application.
- Dates of prior and current residences up to 5 years not listed on the CPS application.
- Incorrect date of births and social security numbers listed on the application.
- Uploading the wrong documents and/or CPS application in GA+Score.
- Providing the wrong foster home ID number in the notification e-mail sent to the CPS Screening Unit.
- Not sending an e-mail on initial homes to the CPS Screening Unit inbox to notify the unit that the request is ready to be reviewed and processed.
- Not listing all household members as required.
- Applicant not signing the application.
- Listing incorrect information in the wrong spaces on the CPS application.
- Missing digits from the date of birth and social security number.
- Applicant not listed GA+Score at the time of screening.
- If a household member is turning 18 years of age in two months and application has not been submitted for Screening with prior approval from OPM.
- If all household members over the age of 18 years of age has not submitted a CPS application to be screened.

**Q: What is the turnaround timeframe for a CPS Screening Request to be completed?**

**A:** When a CPS Screening Request has been submitted and cleared for screening, the turnaround timeframe is 10 business days, not calendar days (**excluding all weekends, holidays, and office closures**). If CPS history has been identified, the turnaround time frame is 30 business days, not calendar days (**excluding all weekends, holidays, and office closures**). If you have not received correspondence by the 31<sup>st</sup> business day, please contact the CPS Screening Unit at CPSScreening@dhs.ga.gov to follow-up on the request.

**Adam Walsh Requests** are not subject to the 30 business day criteria as some states process Adam Walsh requests in anywhere from 30 to 90 business days due to a high volume of work. Please note that if a state is a paying state, this will delay the timeframe even further as this will have to be authorized through accounting in order for payment to be sent to the receiving state.

There are processes and procedures that the State of Georgia have to follow in order for the process to move forward.

**Q: Are foster children required to have a CPS Screening?**

A: No. Foster children are in the State's custody and are not required to have a CPS Screening; however, if a child was adopted prior to turning 18 years of age and in 2 months they will be turning 18 years of age, you are required to submit a screening request for that adopted child.

**Q: If the family have resided in the state of Georgia for over 5 years, are they subject to Adam Walsh?**

A: No. The applicants are not subject to Adam Walsh (i.e., if you submit a request for the family to be screened and they have been in Georgia prior to 2/07/2012, they are not subject to Adam Walsh. If the family moved to Georgia after 02/07/2012, they are subject to Adam Walsh).

**Q: If a foster parent cannot proceed with the process to foster DFCS children and they ask for a copy of the review, are Providers allowed to provide the foster parent with that information?**

A: No. Providers are not allowed to provide the foster parent under any circumstances with a copy of the review. The review is very detailed and has confidential information listed in the review. Providers are to direct the foster parent to their local DFCS office and advise them that they can request their CPS record through the Open Records Act. The local DFCS office will walk the foster parent through the process of how to obtain the requested information.

**Q: If the foster parent has a substantiated case and they request a copy of the letter, can we provide them with a copy of the letter?**

A: Yes. You can provide the foster parent with a copy of the substantiated letter. This letter has limited information. The information provided informs the foster parent of where the CPS case was originated and the date. The letter also lists the process for requesting an Administrative review.

**Q: Can a foster parent appeal a substantiated case?**

A: Yes. The foster parent can contact the DFCS office where the CPS case originated and request an Administrative Review if the case was substantiated prior to July 01, 2016. Any substantiated case after July 01, 2016 will have to file an appeal with OSHA. A letter will be mailed to the foster parent notifying them that they are on the registry and how to file an appeal.

PLEASE NOTE THAT BECAUSE A CASE HAS BEEN OVERTURNED BY OSHA, DOES NOT AUTOMATICALLY QUALIFY YOU TO BE APPROVED AS A FOSTER PARENT. PARENTAL CAPACITY WILL BE ASSESSED AND CONSIDERED DURING THE APPROVAL PROCESS. **If the case was originated prior to 03/20/1998, they are not eligible for an ARI and the substantiated disposition stands and cannot be overturned.**

**Q: Do Providers need to submit a new CPS Screening Request if the allotted time has passed to provide the CPS Screening Unit with additional information requested and/or information for purged cases?**

**A:** Yes. It is now required that once the CPS Screening Unit contacts the Provider to provide **additional information**, the Provider has **2 business days** from the date of the initial e-mail to provide the CPS Screening Unit with the required information. Additional information that is requested from the Provider in regards to a **purged case** must be submitted to the CPS Screening unit within **7 business days**; once the deadline has passed, a new CPS Screening Request is required.