



MEMORANDUM

TO: RBWO Providers
FROM: Melloney Claiborne, CPS Screening Unit Manager
DATE: August 14, 2018
RE: CPS Screening Request Application Requirements

Dear RBWO Providers,

A memo was uploaded to GA+SCORE on 8/1/2017 regarding the implemented change related to the submission of the CPS applications to the CPS Screening Unit for current/prospective foster parents. The memo indicated that the all information was required to be typed, except for the applicant(s) signature, which must be the original signed by the applicant for each screening request that is submitted. The CPS application serves as authorization from the applicant for Georgia Division of Family & Children Services (DFCS) to complete the screening request, and provide the results to the requestor, or agency. It is for that reason that all applications are **REQUIRED to be signed by the current/prospective foster parent only**. The application should **not** be signed by a Child Placement Agency (CPA) staff member for any reason. While we understand there may be times where it is difficult to have the foster parent to complete/sign the applications, we advise that you explore alternative methods to determine which one will work best for your agency.

If it is discovered during the screening process that a Child Placement Agency staff member signed the applicant's name on the application, the screening request will not be completed, and the Office of Provider Management (OPM) Director and Provider Relations Manager will be notified immediately for appropriate action.

If it becomes necessary, as a last resort, a verification process will be implemented to confirm that the current/prospective foster parent signed the application. While we don't feel that as an agency we should need to implement such measures, we must ensure that the established process/policy is followed to ensure that information that is related to the foster parent is not being provided without proper authorization.

We hope that you agree with and understand the importance of adhering to the above-mentioned process to prevent any delays with your request being completed.