



January 3, 2019

**Child Welfare Services Memorandum No. 2019-01**

**To:** County Departments of Family and Children Services  
DFCS District Directors  
DFCS Regional Directors  
State Office Staff

**From:** Mitzie Smith, Director of Policy and Regulations/Knowledge Management 

**Re: New Resources Available in the Child Welfare Policy Manual**

**Purpose**

The purpose of this memorandum is to announce new Child Welfare Policy Manual features and resources on the Online Directives Information System (ODIS).

**Discussion**

The Division of Family and Children Services' (DFCS) Child Welfare Policy Manual is an important online resource that supports the work of the organization by providing access to policies and tools that guide staff in the provision of child welfare services. In our ongoing effort to improve user access to resources, the Child Welfare Policy Manual's Table of Contents page has been enhanced with a new Appendix section to include the following:

1. Appendix A: Child Welfare Services Manual Transmittals (CWSMT): All CWSMTs with release dates beginning calendar year 2017.
2. Appendix B: Child Welfare Services County Letters (CWSCL) All CWSCLs with release dates and any relevant end dates beginning calendar year 2017.  
**NOTE:** The "end date" reflects the date all provisions from the CWSCL was incorporated into policy.
3. Appendix C: Forms and Tools: An alphabetized hyperlinked list of all child welfare forms and tools.  
**NOTE:** Forms and tools will continue to be available in the Forms and Tools section of the applicable policy.

**Implementation**

The new resources are available on ODIS at <http://odis.dhs.ga.gov/>.

Please direct questions regarding this memorandum to your regional Field Program Specialist (FPS). The FPS shall submit questions to [PPDUnit@dhs.ga.gov](mailto:PPDUnit@dhs.ga.gov).