



MEMORANDUM

TO: RBWO Providers

FROM: Renita Jeffries, Fiscal Program Director

A handwritten signature in black ink, appearing to read "RJ", is placed over the name "Renita Jeffries" in the "FROM" line.

DATE: March 19th, 2019

RE: Cost Report Training Sessions

The upcoming cost report training sessions will be held on:

- **Tuesday, April 9th, 2019 from 1:00PM until 3PM.**
- **Wednesday, April 10th, 2019 from 9:00AM until 11AM.**

The training will take place **at the State DFCS Office located at 2 Peachtree St. Atlanta, GA 30303 on the 19th floor training room.** Please bring your identification and sign in at the security desk. Once you arrive at the 19th floor please knock on the door for the receptionist to let you in and let them know you are here for the cost report training.

This training will be for all 2019 cost reports. Therefore, if your agency meets 1 of the following criteria below then your attendance is **required**:

- 1) You have not attended a cost report training session within the last 12 months.
- 2) You are a new RBWO provider and have never attended a training.

Seating will be limited in each session, thus **PLEASE** only send 1 representative from your organization.

Please fill out the attached registration form and return it via email to ***Davida Walker*** at davida.walker@dhs.ga.gov no later than **COB Friday, March 29th, 2019.**

If you have any questions, please do not hesitate to contact me or Davida Walker via email at renita.jeffries@dhs.ga.gov or davida.walker@dhs.ga.gov. We look forward to greeting and meeting you!

Thank you,

A handwritten signature in black ink, appearing to read "Renita Jeffries", is placed above the printed name.

Renita Jeffries

cc.

Cliff O'Connor, DFCS Chief Financial Officer

Shaun Johnson, OPM Director