



## MEMORANDUM

TO: RBWO Providers  
FROM: Adrian J. Owens, Senior Director of Fiscal Services  
DATE: March 7, 2022  
RE: Cost Report Training

The upcoming cost report training sessions will be held on:

- **Wednesday, March 30<sup>th</sup> from 9:30AM -to- 12PM and 1PM -to-3:30PM – CPA/CCI**
- **Thursday, March 31<sup>st</sup> from 9:30AM -to- 12PM and 1PM -to- 3:30PM CCI/CPA**

Each training session will only focus on one program type (CPA or CCI). Please register for a **CPA** session if you provide foster placement and for a **CCI** session if you provide residential care. For those who do both a CPA session is recommended.

This training will be held virtually via Microsoft Teams. Prior to the training, please test your computer for compatibility.

This training will be for all 2021 cost reports. Therefore, if your agency meets 1 of the following criteria below then your attendance is **mandatory**:

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

Please complete the attached registration form and return it via email to *RBWO Fiscal services* at [rbwofiscal.services@dhs.ga.gov](mailto:rbwofiscal.services@dhs.ga.gov) by **COB Thursday, March 24, 2022**. A registration confirmation will be provided.

If you have any questions, please contact Davida Walker or me via email at [adrian.owens@dhs.ga.gov](mailto:adrian.owens@dhs.ga.gov) or [davida.walker@dhs.ga.gov](mailto:davida.walker@dhs.ga.gov).

We look forward to seeing you!

Thank you,

Adrian J. Owens