



MEMORANDUM

TO: RBWO Providers

FROM: Renita Jeffries, Fiscal Program Director

DATE: August 20, 2019

RE: Cost Report Training

A handwritten signature in blue ink, appearing to be "RJ", is written over the "FROM" line of the memorandum.

The upcoming cost report training sessions will be held on:

- • **Tuesday, September 10th, 2019 from 9:30PM until 12PM.**
- • **Friday, September 13th, 2019 from 9:30AM until 12PM.**

The training will take place in **Macon, Georgia at the Rumford Center located at 304 Pierce Avenue, Macon, GA 31204**. The training will be in their Evans Room located on the 4th floor. I was advised because most people today have GPS technology; they no longer offer driving directions. You may visit their website at <https://www.themethodisthome.org/rumford-center/> for a view of a map they have posted. In case of emergencies, the Rumford Center number is (478) 751-2800.

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 **David Walker** at davida.walker@dhs.ga.gov no later than **COB Monday, August 26th, 2019**.

If you have any questions, please do not hesitate to contact me or David 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,
Renita Jeffries