




## MEMORANDUM

TO: Room, Board, and Watchful Oversight (RBWO) Providers  
FROM: Renita Jeffries, Fiscal Program Director   
DATE: August 27<sup>th</sup>, 2019  
RE: DFCS Fiscal & Administration RBWO Fiscal Summit 2019

The Fiscal and Administration Unit of the Division of Family and Children Services will be hosting a Fiscal Summit on **Friday October 25<sup>th</sup>, 2019 from 10am – 3pm** in Macon, Georgia at the Rumford Conference Center located at 304 Pierce Avenue, Macon, GA 31204. Items to be discussed at the Fiscal Summit will include, but are not limited to the following financial areas:

- a) Standard Operating Procedures for outstanding payments
- b) Payment Processing
- c) Prebill Submission and Provider Responsibilities
- d) Clothing Allowances
- e) Waivers
- f) Respite
- g) Contracts and Rate Schedules/Annexes
- h) Concurrent Care/Bed Holds
- i) Placement entry in SHINES

Attendance is **mandatory** for all **RBWO providers** (Child Placement Agencies (CPAs) and Child Caring Institutions (CCIs, including ILPs). Seating will be limited, therefore PLEASE only send **1 representative from your organization**. Lunch will be provided. Please fill out the attached registration form and send it via email to [rbwofiscal.services@dhs.ga.gov](mailto:rbwofiscal.services@dhs.ga.gov). All registrations must be received **no later than Friday October 4<sup>th</sup>, 2019**. No registration will be accepted after this date.

There will be a Q&A session at the end of the presentation. To ensure that everyone has an opportunity to ask all questions, and receive a response at the fiscal summit we are asking that all questions be submitted on the attached form and sent via email to

[rbwofiscal.services@dhs.ga.gov](mailto:rbwofiscal.services@dhs.ga.gov) prior to the summit. All questions must be received by **October 11<sup>th</sup>, 2019.**

Thank you in advance for your participation in this event and for partnering with the division for our continued efforts to serve and meet the needs of the children and families of Georgia. Should you have any questions with regards to this event please send them via email to [rbwofiscal.services@dhs.ga.gov](mailto:rbwofiscal.services@dhs.ga.gov).

Thank you.

CC:  
Clifford O'Connor, DFCS CFO