




MEMORANDUM

TO: Room, Board, and Watchful Oversight (RBWO) Providers 

FROM: Renita Jeffries, Senior Director of Accounting and Fiscal Services

DATE: November 16, 2020

RE: DFCS Fiscal and Administration RBWO Fiscal Summit (**December 7th – 10th**)

The Fiscal and Administration Unit of the Division of Family and Children Services will be hosting a Fiscal Summit on **Monday December 7th – Thursday December 10th, 2020 from 10am – 3pm** virtually via Microsoft Teams. 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). Space is limited in our virtual environment, therefore PLEASE only send **1 representative from your organization**. Each day will be limited to either CPA or CCI providers only. Therefore, please fill out the attached registration form for **only 1 day** and send it via email to rbwofiscal.services@dhs.ga.gov. All registrations must be received **by 5pm Monday November 30th, 2020**.

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 we are asking that all questions be submitted on the attached form and sent via email to rbwofiscal.services@dhs.ga.gov with the your registration. The registration and question template are due no later than **5pm Monday November 30th, 2020**.

You will receive a confirmation email with the Teams conference meeting information between December 1st - December 4th. 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.

Thank you.

CC:
Clifford O'Connor, DFCS CFO