



MEMORANDUM

TO: RBWO Providers
FROM: Adrian J. Owens, Senior Director of Fiscal Services
DATE: September 21, 2021
RE: Cost Report Training

The upcoming cost report training sessions will be held on:

- **Tuesday, October 5th from 9:30AM -to- 12PM and 1PM -to- 3:30PM**
- **Thursday, October 7th from 9:30AM -to- 12PM and 1PM -to- 3:30PM**

Training sessions will focus only 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 2020 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 by **COB Thursday, September 30th, 2021**. A registration confirmation will be provided.

If you have any questions, please me or Davida Walker via email at adrian.owens@dhs.ga.gov or davida.walker@dhs.ga.gov.

We look forward to seeing you!

Thank you,

Adrian J. Owens

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