



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

MEMORANDUM

TO: RBWO Child Placement Agencies (CPA)

FROM: Melloney Claiborne, CPS Screening Unit Manager
Office of Safety Management

DATE: July 26, 2017

RE: CPS application changes for Current/Prospective Foster Parents

Dear RBWO Providers,

As you are aware that the CPS Screening Unit screen current/prospective foster parents based on the information that is listed on the submitted CPS application. The Screening Unit rely on the provider to ensure that the information is accurate as well as legible in order to determine if an individual may or may not have CPS history. Making that determination could be based on one letter in his/her name, which is why ensuring that the information is legible at the time of submission. The Screening Unit strive to complete accurate and thorough screenings to ensure that no child is placed at risk of harm.

In an effort to reduce the number of submitted CPS screening requests from not being able to be completed due to information listed on the application not being legible, we will now require that all information listed on the application (except for the signature) be typed. Unfortunately, we will no longer accept handwritten applications effective 8/1/2017. The typed information should contain a font size that will be legible to the individual completing the screening request.

Also, for CPS applications that are submitted for prospective foster parents will require the month/year format for all addresses listed on the application for each individual submitted to be screened. The previous addresses should go back five years from the date the screening request is submitted with no gaps. The dates can be listed anywhere by the address or on the side for Screening Unit to reference. Click this [link](#) for an example of a CPS Screening completed application. If there are any questions, please email cpsscreening@dhs.ga.gov.