



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 *MC*
Office of Safety Management

DATE: September 21, 2017

RE: CPS application changes for Current/Prospective Foster Parents

Dear RBWO Provider,

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. You should use the month/year format when listing the dates. For the current foster parent, you may list the month/year for the current address. You may use the amended CPS application which lists a box for the date for every address going back five years. Any request not having the required information will not be processed.

Also, the original signature must be included on the typed application. We will not accept typed signatures or previous completed handwritten applications with the signature on it. There should be only one application for each individual uploaded to be screened, along with one agency letterhead per family. You should not upload previously used CPS applications or handwritten applications for review.