



MEMORANDUM

TO: RBWO Providers
FROM: Renita Jeffries, Fiscal Program Director
DATE: October 26, 2018
RE: Cost Report Training Sessions

The upcoming cost report training sessions will be held on:

- **Tuesday, November 27th, 2018 from 9:30AM until 12PM.**
- **Wednesday, November 28th, 2018 from 9:30AM until 12PM.**

The training will take place in **Macon, Georgia at the Rumford Center located at 304 Pierce Avenue, Macon, GA 31204**. The training will be in their Evans Room located on the 4th floor. You may visit their website at <https://www.themethodisthome.org/rumford-center/> to view a map they have posted.

Please fill out the attached registration form and return it back to **David Walker** at davida.walker@dhs.ga.gov by **COB Friday, November 16th, 2018**.

Anyone who has not attended a cost report training session within the last 12 months and whose fiscal year-end is December 31, 2018 or earlier **MUST** attend one of the applicable sessions. These sessions will cover cost reporting for your 2018 fiscal year. Seating will be limited in each session, thus **PLEASE** only send 1 representative from your organization.

If you have any questions, please do not hesitate to contact me or David Walker via email at renita.jeffries@dhs.ga.gov or davida.walker@dhs.ga.gov. We look forward to greeting and meeting you!

Thank you,
Renita Jeffries

cc.
Cliff O'Connor, DFCS Chief Financial Officer
Shaun Johnson, OPM Director