




MEMORANDUM

TO: Room, Board, and Watchful Oversight (RBWO) Providers
FROM: Renita Jeffries, Senior Director of Accounting 
DATE: January 26, 2021
RE: DFCS Fiscal and Administration RBWO Cost Reports and Entity – Wide Audits

All RBWO providers who have a contract with The Division are contractually obligated to submit a completed cost report and entity audit. Cost reports are required to be submitted to Fiscal and Administration annually by RBWO providers and is **due 90 days after the RBWO provider's fiscal year end**. The entity-wide audit report is **due 180 days after the RBWO provider's fiscal year end**.

Fiscal and Administration has noticed that some providers have not turned in their **FY2019** cost report and/or entity wide audit report. We understand that for some providers due to their entities fiscal year end for 2019; the due date for the cost report and audit fell right at the beginning and in the middle of the COVID-19 pandemic (i.e. March – June 2020). We allowed for a brief grace period to turn them in late due to the pandemic, but the report(s) were and are still due. If your entity has not submitted these report(s) they are **due immediately**. Please send the report(s) to rbwofiscal.services@dhs.ga.gov. We will be reaching out to your agency directly on next steps if you have not submitted your report(s).

Thank you to all the providers who have submitted their reports in a timely manner. Should you have any questions please send them to rbwofiscal.services@dhs.ga.gov. Please allow a 48 hours/2 business days turnaround time to respond to your questions.

Thank you.

CC:
Clifford O'Connor, DFCS CFO