




MEMORANDUM

TO: Room, Board, and Watchful Oversight (RBWO) Providers 

FROM: Renita Jeffries, Senior Director of Accounting and Delivered Services

DATE: October 6th, 2022

RE: DFCS Fiscal and Administration RBWO Fiscal Summit (**Date Change**) – **Wednesday November 9TH**

Due to a scheduling conflict with the GCCF Conference we are rescheduling the Fiscal Summit. Thank you for your consideration.

The Fiscal and Administration Unit of the Division of Family and Children Services will be hosting a Fiscal Summit on **Wednesday November 9th from 10am – 12pm** virtually via Microsoft Teams. The Microsoft Teams meeting information is located below.

Items to be discussed at the Fiscal Summit will include, but are not limited to the following financial areas:

- a) Standard Operating Procedures for outstanding payments
- b) Payment Processing
- c) Prebill Submission and Provider Responsibilities
- d) Clothing Allowances
- e) Waivers
- f) Respite
- g) Contracts and Rate Schedules/Annexes
- h) Concurrent Care/Bed Holds
- i) Placement entry in SHINES

Attendance is **mandatory** for all **RBWO providers** (Child Placement Agencies (CPAs) and Child Caring Institutions (CCIs, including ILPs). Space is limited in our virtual environment, therefore PLEASE only send up to **2 representatives from your organization**. Please log into the meeting with your Agency/Institutions name to receive credit for your attendance.

Should you have any questions please email us at rbwofiscal.services@dhs.ga.gov
Thank you.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 258 997 188 767

Passcode: Aok5wU

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Or call in (audio only)

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Phone Conference ID: 422 314 007#