



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: October 26, 2017

RE: CPS application changes for Current/Prospective Foster Parents

Dear RBWO Provider,

As part of the CPS screening process, we strive to complete all requests expeditiously, to ensure that new foster homes are approved, allowing children entering foster care to be placed quickly, and that current foster homes remain in an active status to ensure that no child will be forced to move to another placement. In order to continue with this process, we need for each provider to ensure that prior to submitting the CPS applications, that you thoroughly review the information listed, and ensure that all required boxes are completed and the information is accurate, this will prevent us from not being able to complete numerous requests.

The required CPS application was created to provide pertinent information to allow the CPS Screening Unit to complete a thorough screening on each applicant. During the screening process, we have observed that several agencies have made adjustments to the required application which have resulted in required information not being listed. **Effective 11/1/2017**, all providers are required to use the attached CPS application for all prospective/current/volunteers/substitute caregivers to be screened. Please ensure that you have the date in the month/year format for each address listed (the amended application reflects date by each address line). You should list month/year-current for the current address. If the attached application is altered in any way, the request will not be processed.