




MEMORANDUM

TO: Room, Board, and Watchful Oversight (RBWO) Providers
FROM: Renita Jeffries, Senior Director of Fiscal Services 
DATE: March 24, 2020
RE: RBWO Invoices and/or Pre-bill Package Submission for payment processing.

As of today, some cities and municipalities are implementing “Shelter in Place” Orders, that are making it difficult to follow normal invoice and pre-bill package submission for payment processing. To ease this difficulty; effective immediately all RBWO providers should follow the below referenced procedures for submitting invoices and/or pre-bill packages for submission until further notices:

- 1). All monthly invoices and/or pre-bill submission packages must be scanned and emailed to: a) your assigned normal RBWO Contact person in Regional Accounting, **and** b) copy Ms. Cathy Phillips at Cathy.Phillips@dhs.ga.gov
- 2). In the Subject line of the email please state what you are requesting a reimbursement for. For example: March 2020 Pre-Bill Package, March 2020 Clothing, etc.
- 3). All documents that have a signature line on the page **must be** signed and/or initialed electronically/digitally. If an electronic/digital signature is not available, then in the body of the email please type a brief description of the document then type the word “Approved”. For example: New Admit Form J. Beiber – Approved, Clothing J. Beiber – Approved.
- 4). The following Attestation Statement **must be** included in the email or the documents will not be processed: ***“I attest that I have reviewed and prepared the documentation in this email and the attachments in it’s entirety. I attest to the accuracy of the documentation, and is free from errors and duplication, and I therefore request authorization of payment.”***

Please note that all required normal supplemental documentation that accompany either invoices and/or pre-bill submission packages is still required, and any missing information and/or documentation will be returned to the sender.

We ask for your continued patience during this time as we navigate through this temporary process. To help us with processing your requests in a timely manner; we ask that before you send your information to your Regional Accounting contact you ensure that all information, documentation, and attachments are complete and accurate.

Should you have any questions please send them to rbwofiscal.services@dhs.ga.gov . We are experiencing a high volume of questions currently. Therefore, please allow a 48 hour/2 business day turn around time to respond to your questions.

Thank you again for your patience.

CC:
Cliff O'Connor CFO
Dave Teubl, Senior Director of Accounting
Shaun Johnson, OPM Director