




## MEMORANDUM

TO: Room, Board, and Watchful Oversight (RBWO) Providers  
FROM: Renita Jeffries, Senior Director of Fiscal Services   
DATE: June 11, 2020  
RE: RBWO Invoices and/or Pre-bill Package Submission for payment processing – Returning to normal method of processing

Beginning **July 1<sup>st</sup>, 2020** we will return to our normal method of processing invoices and pre-bill package submission for payment. Regional Accounting will no longer accept invoices and pre-bill package submission for payment via email. All invoices, pre-bill packages and supplemental information must be submitted via mail to your Regional Accounting processing center for payment.

Thank you for your continued patience during the past couple of months as we navigated through the temporary process of submitting invoices and pre-bill packages electronically via email.

Should you have any questions please send them to [rbwofiscal.services@dhs.ga.gov](mailto:rbwofiscal.services@dhs.ga.gov). We are experiencing a high volume of questions currently. Therefore, please allow a 48 hour/2 business day turnaround 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