



MEMORANDUM

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

FROM: Renita Jeffries, Senior Director of Accounting Field Fiscal Services

DATE: May 12, 2021

RE: Outstanding Payments and Outstanding Payment Reports

As we approach the end of the fiscal year 2021, we want to ensure that all outstanding payments related to the current fiscal year are processed in the current fiscal year. Therefore, here are some reminders regarding current fiscal year outstanding payments and submitting the outstanding payment reports:

- **Do not include outstanding payments on New Admit Forms or Pre-bills. All RBWO outstanding payments must be submitted on the attached form and emailed to Cathy Phillips and Karen Hardy only at cathy.phillips@dhs.ga.gov and karen.hardy@dhs.ga.gov . Please do not send them to your payment centers.**
- **Please submit all current fiscal year outstanding payments that have not been paid from 7/1/20-3/31/21 service month **by Thursday 5/20/21.****
- **Please submit all current fiscal year outstanding payments that have not been paid from 4/1/21-4/30/21 service month **by Thursday 6/10/21.****
- Outstanding payment reports should be submitted **monthly**.
- Providers should use the latest Outstanding Payment Report form attached that was shared at the December 2020 Fiscal Summit
- If you are submitting a WAIVER amount which was short paid; on the outstanding payment report scan and email a copy of the waiver along with the outstanding payment report.
- If you are submitting a SIBLING INCENTIVE which was short paid; on the outstanding payment report in the comment section provide the names of all the children that were together which corresponds to the incentive payment.
- If you are submitting for RESPITE, please scan and email the county's approval email/memo/letter. This correspondence must contain the following:
 - the name of the home/agency where the child was placed.
 - the name of the child and PID#.

- the date the child went to the placement.
 - and the date the child left the placement.
- If you have not been paid for any other miscellaneous items such as clothing, medical, car seats, day care, please ensure to scan and email a copy of the receipts with the outstanding payment report.
- If you are submitting a request for reimbursement for a bed hold, you must scan and email the documentation from the county where the bed hold was approved.

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