



**STATE OF GEORGIA**  
**Division of Family and Children Services**

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Director

**MEMORANDUM**

**TO:** RBWO Providers  
County and Regional Directors

**FROM:** Tammy Reed, Director  
Placement and Permanency Services

**DATE:** February 15, 2017

**RE:** Universal Application and Placement Referral Form

A handwritten signature in blue ink, appearing to be "TR", is written over the "FROM" field of the memorandum.

This memorandum is to inform all RBWO Providers, County and Regional Directors of the revised Universal Application for RBWO Program Designations, Specialized Foster Care Per Diem Waivers and DFCS Referrals to RBWO Providers and/or DFCS Foster Parents for placements. This revised tool was updated in a collaborative effort between the Placement and Permanency Section of the Division of Family and Children Services, Field Operations and RBWO Contracted Providers. The implementation of the new Universal Application and Placement Referral Form as the singular document for RBWO Program Designations, Specialized Foster Care requests and placement referrals is **February 20, 2017**. All requests will continue to be submitted on-line via GA+SCORE at [www.gascore.com](http://www.gascore.com). Click on DFCS PRO Team Link for further instructions and guidelines. The Universal Application and Placement Referral Form will need to be completed prior to submission.

The RBWO Match Screening Summary (MSS) was revised in accordance with the FY 2017 RBWO Contract, Annex A, Deliverable #10 for RBWO Providers and as part of the Division's CFSP PIP Goal V Strategy IV Permanency Outcome 1: *Develop a Universal Application for Room, Board, and Watchful Oversight (RBWO) provider placements to improve efficiency in obtaining timely and appropriate placements for children.*

A copy of this memorandum will be placed in the Georgia SHINES Help Menu in the Placement folder for future reference. If you have any questions, please contact James Kizer at [james.kizer@dhs.ga.gov](mailto:james.kizer@dhs.ga.gov).

cc: Office of Provider Management  
Caregiver Recruitment and Retention Unit  
Placement Resource Operations

Attachments: Universal Application and Placement Referral Form