



STATE OF GEORGIA
Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

Universal Application and Placement Referral Form
Frequently Asked Questions

Information for DFCS Field Operations and RBWO Contracted Providers requesting a Specialized Foster Care, RBWO Program Designation Waiver or Placement Assistance

The RBWO MATCH Screening Summary (MSS) was revised in accordance with the FY2017 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.*

This document includes Frequently Asked Questions that address how the Universal Application and Placement Referral Form will impact DFCS Field Operations and RBWO Contracted Providers. If you have any questions about this transition, please contact Placement Resource Operations (PRO) at: proteam@dhs.ga.gov

Q1: If I am filling out the Universal Application to re-new or start the waiver process, do I need to fill-out the entire form? Yes, the entire form must be completed.

Q2: At what point should all counties be submitting the Universal Application rather than the RBWO Matching Screen Summary (MSS) Form? As of February 20, 2017.

Q3: Can the placement agency submit their own application for waiver? The placement agency can submit a waiver request only with the Concurrence from DFCS (signature on application or email correspondence uploaded onto GA+SCORE with request are acceptable forms of concurrence).

Q4: Will the placement agency be penalized if the form is not fully completed and we accept the child? If you accept a child, the County should already have a waiver for the approved/contracted program designation, if not we recommend that the placement agency waits to accept that child until a waiver is obtained. This is in an effort to minimize unpaid invoices. Verbal approval can be provided via email from a PRO Team Specialist until a formal waiver can be drafted.

Q5: What do we do if the county workers continue to send the MSS with the referrals and aren't aware of this new form? Advise the DFCS CM to submit the Universal application.

Q6: Does the Universal Application and Placement Referral Form take over a placement providers in-house screening and admission application paper work? Yes, no other “in house” admission paperwork should be required from the placement agency.

Q7: Does this new form serve as the actual under age waiver or will we still request the waiver as we have been doing? Formal request from County are still needed for underage request. Request should be submitted via GA+SCORE.

Q8: The new application is what we use for the waiver request, match summary, and renewal request? The Universal Application and Placement Referral Form is used for all Specialized Foster Care and RBWO Program Designation Requests as well as Placement Assistance Referrals. All Capacity and Respite Request Forms remain the same and can be located on GA+SCORE.

Q9: What will the specific memos be called? For example, will the Specialized Foster Care memo continue to be called the SFC Memorandum or will it be the Universal Application and Placement Memorandum? Will the RBWO Memo now be called the Universal Application and Placement Memo or the Universal Memo? The Universal Application replaces the application and referral processes for various programs (RBWO, SFC). The language / names by which we refer to those programs will not be impacted.

Q10: How can I obtain a copy of the Universal Application? The Universal Application is located on GA+SCORE www.gascore.com click on Universal Application and Placement Referral Form under News & Events or the DFCS PRO Team Link under Items of Interest on the homepage.

Q11: How can I submit the Universal Application for review and approval? Go to GA+SCORE www.gascore.com and click on DFCS PRO Team Link under the Items of Interest on the homepage. Click on the “Get Started” button when you are ready to submit your request and follow the instructions.