



## MEMORANDUM

TO: RBWO Providers  
FROM: Adrian J. Owens, Senior Director of Fiscal Services  
DATE: August 26, 2024  
RE: Cost Report Training

The upcoming cost report training sessions for 2024 reporting will be held on:

- **Tuesday, September 10<sup>th</sup> from 9:30AM -to- 12PM and 1PM -to- 3:30PM CCI/CPA**
- **Wednesday, September 11th from 9:30AM -to- 12PM and 1PM -to- 3:30PM CPA/CCI**

Each training session will only focus on one program type (CPA or CCI). Please register for a **CPA** session if you provide foster placement and for a **CCI** session if you provide residential care. For those who do both a CPA session is recommended.

This training will be held virtually via Microsoft Teams. Prior to the training, please test your computer for compatibility.

The training will be for all 2024 cost reports. Therefore, if your agency meets 1 of the following criteria below then your attendance is **mandatory per the terms of your RBWO contract:**

- You have not attended a cost report training session within the last 12 months.
- You are a new RBWO provider and have never attended a training.

Please complete the attached excel registration form and **return it in excel format** via email to *RBWO Fiscal services* at [rbwofiscal.services@dhs.ga.gov](mailto:rbwofiscal.services@dhs.ga.gov) by **COB Thursday, September 5th, 2024**. A registration confirmation will be provided.

If you have any questions, please contact Davida Walker or me via email at [adrian.owens@dhs.ga.gov](mailto:adrian.owens@dhs.ga.gov) or [davida.walker@dhs.ga.gov](mailto:davida.walker@dhs.ga.gov).

We look forward to seeing you!

Thank you,

*Adrian J. Owens*

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