



**B. J. Walker, Commissioner**

Georgia Department of Human Resources • Division of Family and Children Services • Mark Washington, Assistant Commissioner  
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**TO:** All CCFAWA Providers

**FROM:** The Program, Planning and Policy Development Unit (PPPDU)  
Angela L. Coulon, MSW  
Program, Planning and Policy Development Unit Manager

**RE:** CCFAWA Contract Status

The Division of Family and Children Services requires specific guidelines be met to obtain a CCFAWA contract and maintain approval status throughout the contract period. It is the responsibility of the contractor to maintain a complete file containing all required information on each employee who works or comes into contact with any children referred by DFCS, as well as maintaining a contract file with all other required documentation.

Effective immediately, DFCS will no longer require new hire information be sent to state office for updating throughout the contract period. The Program, Planning and Policy Development Unit (PPPDU) will randomly audit CCFAWA providers. Audits are ~~scheduled to begin in September 2009, to allow providers to ensure time to update and~~ organize their files. If chosen for audit, DFCS will request that documentation be produced within 5 state business days of the notification to verify your agencies compliance with contract documentation. Failure to provide the requested documentation within five (5) business days of the request will result in the suspension of your contract. Failure to provide the requested documentation within ten (10) business days of the original request will result in the termination of your contract.

The PPPDU continues to review all current and provisional CCFAWA contract files. Contractors whose files do not contain required documentation as outlined by the CCFA Contract Checklist will be contacted to update their file. Please supply the requested documentation within 5 business days. Providers may request an appointment to come in and review and update their current information by calling Timpest Cooper at 404-657-3456 or by e-mail at [tcooper@dhr.state.ga.us](mailto:tcooper@dhr.state.ga.us).

Please review the enclosed documents:

1. CCFA Contract Checklist
2. CCFAWA Application
3. CCFAWA Application
4. Application Attachment Review Guide
5. Organizational Chart Instructions

The State CCFA website, <http://dfcs.dhr.georgia.gov/portal/site/DHR-DFCS/menuitem.5d32235bb09bde9a50c8798dd03036a0/?vgnnextoid=4ee92b48d9a4ff00VgnVCM100000bf01010aRCRD> is currently under construction. Upon completion our website will provide information on changes and updates to the CCFA/WA program, Back to Basics and Advanced Skills Training, forms and other pertinent information. Please review the updated forms and information to ensure your agencies' compliance with CCFA/WA requirements.

If you have any questions please e-mail [PPPDUnit@dhr.state.ga.us](mailto:PPPDUnit@dhr.state.ga.us).