



DIVISION OF FAMILY & CHILDREN SERVICES

Vision, Mission, and Core Values

Vision
Safe Children. Strengthened Families. Stronger Communities.

Mission
Prioritize the safety of Georgia's children in the decisions we make and the actions we take. We strengthen families toward independence and build stronger communities with the caring, effective and responsive service.

Guiding Principles/Values

As the Division of Family and Children Services we...
Demonstrate our commitment to the safety of our children in the decisions we make and the actions we take.
Empower, strengthen and support families on their path toward independence.
Serve with compassion.
Provide caring, responsive and effective service.
Engage, listen and respond to our participants, communities and each other.
Collaborate with our communities to create systems of support.
Develop a competent, professional and efficient workforce that never stops learning and growing.

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WELCOME

Introductions

- PSSF TA Team

Housekeeping

- Sign in using your name and SoN
- Mute your phone or laptop microphone
- If you have any problems, comment in the space provided or contact us at 770-642-6722 Ext 311

• Q&A

- Type your questions in the space provided. We will try to answer them at the end of each document (so don't get ahead!)
- We may ask you to follow up on your question if there isn't time to respond.
- You can download a copy of the PowerPoint from the column on the right side of the screen.

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AGENDA

- PSSF Award Decisions
- Contract Documentation
 - Requirements
 - Inconsistencies & Deficiencies
 - SDS, Budget & Service forms revisions
- DHS/PSSF Contract Distribution
- DHS/PSSF Contract Execution

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PSSF Award Decisions

- 184 Proposals received
 - 18 Non-Compliant
 - 17 Not Funded
 - 8 FFY2018 PSSF providers did not re-apply
- 149 Awards
 - 2 returning programs
 - 12 new programs for current PSSF providers
 - 7 first time PSSF providers

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Contract Documentation

- Issues identified during the compliance review that DID NOT disqualify proposal but MUST be resolved BEFORE a contract can be prepared

PSSF NETWORK
Promoting Safe & Stable Families

Log Out

Award Notifications Milestones Tracker Contract Preparation Upload New Documents

Contract Preparation

Agency: Carroll County Board of Education
 Program: A 1301-1601 Case Program
 Program ID: 329-32575
 Sdk ID: 10100
 Model: PSSF001

Provider: Change My Agency or All Agencies in October 2, 2017 Professional Liability Coverage only

Number:

Notes:

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Contract Documentation

- Most frequent issues:
 - Identification of agency on forms inconsistent with Registration screenshot
 - Typos (math)
 - Inconsistent identification of officers
 - Missing, incomplete or incorrect information (ie. required PL or lapsed coverage)

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Contract Documentation

- All programs have documents that will need to be uploaded.

Basic Information

Agency: [Redacted]
 Program: [Redacted]
 State: [Redacted]
 Date: [Redacted]

This is an internal document for informational purposes only. It is not intended for distribution outside of the Department of Family and Children Services. It is subject to change without notice.

1. Agency Information

2. Program Information

3. Contract Information

4. Financial Information

5. Compliance Information

6. Operational Information

7. Other Information

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Contract Documentation - EVERYONE

Tax Compliance, W9, and Fiscal & Operational Questionnaire

- Instruction are provided. Follow them carefully.
- Signed W9 must be scanned as a PDF to upload.

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Contract Documentation

Application Cover

- Most frequent issues:
 - Agency name inconsistent with Registration screenshot
 - **Amounts**
 - Typos or adjusted award amount
 - Must be consistent with amounts on award notice
 - Individual signing not authorized or identified on Registration screenshot or officer's title inconsistent

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Contract Documentation

- If officers have changed, contact the TA team at communications@pssfnct.com to discuss what documentation needs to be updated.

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Contract Documentation

Cash Match

- Most frequent issues:
 - Amounts
 - Errors or adjusted award amount
 - **Must be consistent with amounts on award notice**
 - Individual signing form not identified on Registration screenshot or identified with a title that is not consistent with the information on the registration screenshot
 - Agency name inconsistent with Registration screenshot
 - Submit scanned PDF, but keep original on file to include with contract when it is sent to you for signing.
 - Reduced Awards

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Contract Documentation

- **Criminal History**
 - Most frequent issues:
 - Individual signing form not identified on Registration screenshot or identified with a title that is not consistent with the information on the registration screenshot
 - Agency name inconsistent with Registration screenshot
 - Submit scanned PDF, but keep original on file to include with contract when it is sent to you for signing.

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Contract Documentation

- **Resolution: NP or Authorization PE**
 - May need to be resubmitted if:
 - Individual authorized (or individual signing document) not identified as officer on Registration screenshot
 - Individual signing form not identified by corresponding title on Registration screenshot
 - Change of officers or authorized individual
 - Submit scanned PDF, but keep original on file to include with contract when it is sent to you for signing.

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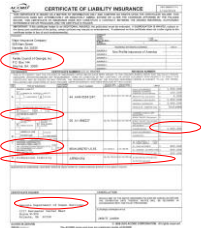
Contract Documentation

- **Verify Affidavit**
 - May need to be resubmitted if:
 - Incomplete information (date of authorization or account #)
 - Individual authorized (or individual signing document) not identified as officer on Registration screenshot
 - Individual signing form not identified by corresponding title on Registration screenshot
 - Submit scanned PDF, but keep original on file to include with contract when it is sent to you for signing.

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Contract Documentation

- Insurance (non-profits only)
 - Most frequent issues:
 - Certificate holder (not identified as GA DHS or DHS/DFCS)
 - Date of one or more coverages expires before 10/01/2018
 - Amount of coverage insufficient (General Liability \$1M/\$3M)
 - Required coverage not specified
 - PL \$1M/\$3M
 - Business Auto \$1M
 - WC (if more than 2 employees)



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Important Reminders

1. New or revised "forms" (Match, History, Resolution/Authorization or Everify) that are required, must be scanned and uploaded for review and approval, as directed. The original, signed and notarized form that is "approved" should be kept in a safe place until you receive your contract for execution as the original documents must be included as annexes in the final contract.
2. Be sure to "fix" whatever was identified as the problem. Please make sure everything else on the form remains the same as the document that was submitted with your proposal!
3. New documents to be uploaded are named the same as the original submitted with proposal except that a "2" is added.
Example: son11000_insurance2

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Service Delivery Schedule

- You will be contacted by the TA team with feedback on your SDS and Budget.
- **Please be patient.** We will get to you as soon as we can.

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Budget

- If there are any specific budget issues they will be addressed at the same time as the SDS.

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More Important Reminders

- Read and follow instructions carefully.
- Be sure you address the problem issue.
- When correcting one issue, be careful not to create another.
- Double check everything before you upload new document. **DOCUMENTS CAN ONLY BE UPLOADED ONCE!!!**
- Be patient.
- Submit each document as it is completed. Do not wait to submit all documents at once.

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Technical Assistance

- For all contract documentation issues, email: communications@pssfnet.com
 - Identify SoN# in subject line
 - Include contact name and phone #

If there is going to be a delay in submitting any document, please notify the TA team and provide an estimated date when the document can be expected.

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Submitting Corrected Documents



- Go to: www.pssfnet.com
- **Login as you did for your award notice** with SoN user name and password
(not your 2018 PSSFWeb reporting password)

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Upload New Documents

- Make sure all new or revised documents are named correctly BEFORE you try to upload them
- Go to “**Upload New Documents**” screen and follow instructions.
- Verify documents are uploaded. Do not ask for email confirmation.
- Contact communications@pssfnet.com if you experience any difficulties uploading documents.
- **TIME IS OF THE ESSENCE.** Delays in submitting new documents may impact the start date of your contract.

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PSSF FFY2019 Contract

- **Contract Period:** Oct. 1, 2018 – Sept. 30, 2019
- **Contract Distribution:**
 - Once all documentation has been received, reviewed and approved, an email notice will be sent directing you back to the website to login for instructions on downloading, preparing, signing and submitting your contract for execution.
 - *This communication is sent to the individual identified as the primary contact on your proposal unless you have notified us otherwise.*

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PSSF FFY2019 Contract

Download and print the following documents:

- **Contract**
- **Annex C** (*Proposal*)
- **Annex D** (*Approved Services, SDS & Budget*)
- **Forms** (*Approved copies of Match, History, Resolution or Authorization & Everify to ensure that approved form is included in contract*)

- Review to ensure that documents are complete and all information is correct, including agency and program identification, if you have multiple programs.
- If any corrections to contract template are needed, do not correct yourself. Contact communications@psfnet.com. Include your SoN# in subject line.

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FFY2019 Contract

Signing & Submitting Contract

- **Follow instructions carefully.**
- Have authorized officer date and sign where indicated using corresponding title on resolution/authorization and registration screenshot
 - Signature page, Annex A, Annex B and Annex G
- Replace the following with original of approved copies included as "Forms":
 - **Match** (*Annex I*),
 - **History** (*Annex M*),
 - **Resolution or Authorization** (*Annex J*)
 - **Everify** (*Annex L*)
- Assemble as directed. Include ALL documents in full.
- TIME IS OF THE ESSENCE

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FFY2019 Contract

Provider

- **Return one, signed, complete original** contract by mail or courier to:
PSSF Contract Documents
 1117 Perimeter Center West
 Suite W300
 Atlanta, GA 30338

Do not send multiple copies.
 Contract documents are reviewed prior to submission to DHS for execution.

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FFY2019 Fully Executed Contract

- Contractor will be notified by email when contract has been executed
- Original executed document will be mailed to the mailing address indicated on the application cover, and the contract.
- Copies will be emailed to county, regional and state fiscal offices

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Communications

Regarding Contract
 All communications regarding contract will be sent to the individual identified on the application cover unless we receive notification otherwise. We cannot communicate to multiple people at your agency.


It is important that you notify us at communications@pssfnet.com if the contact information reported on your application cover has changed or does change between now and the time you receive a contract.

If unsure how to correct a document, contact your TA team for assistance.

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Final Words...

- Follow instructions carefully
- Be patient
- Thank you for participating!
- Questions



- Your Technical Assistance Team
 - Roger Hubbard, PSSF Grants Supervisor
 - Deb Farrell, PSSF Senior Technical Advisor
 - Libby Glass, PSSF Provider Support
 - Nick Flinn, PSSF Provider Support
