



B. J. Walker, Commissioner
Steve Love, Acting Division Director

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January 18,2005

MEMORANDUM

TO: Section Directors
OCP Managers of Field Operations
OFI Regional Managers
County Directors

FROM: Steve Love, Acting Director
Division of Family and Children Services

RE: Clarification Regarding Drug Screening of Student Interns Placed at DFCS Offices

The following is an addendum to the Memorandum (Criminal Records Fingerprint Checks and Drug Screens for all Student Interns Placed at DFCS Offices) dated September 20, 2004.

Each county will need a separate account for student intern drug screens. If your county currently has student interns, contact Bernard Jenkins, OHRMD Alcohol and Drug Testing Coordinator, at 404-657-2732 or via GroupWise at bjjenkins. He will assist you in setting up a separate account for student intern drug screens.

Students interning with the OCP and OFI who have direct client contact must be drug screened. Students interning in positions where they do not have an impact on client safety (i.e., clerical, accounting, etc.) should not be drug screened. All student interns must have a full criminal record fingerprint check.

If you have any questions, please contact Angie Saturday at (404) 460-7817 or via GroupWise at ansaturday.

Thank you.

SEL/ahs

cc: Bonnie Kirschling, Education and Training Services Section Director
Julie York, Retention and Professional Development Unit
Bernard Jenkins, OHRMD
Donna Holcomb, OHRMD