



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director
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MEMORANDUM

TO: DFCS Section Directors
DFCS Regional Directors
OFI Regional Managers
DFCS County Directors
Intern Supervisors

FROM: Bonnie Kirschling, Director
Education and Training Services
Division of Family and Children Services

**SUBJECT: Criminal Records Fingerprint Checks and Drug Screens for all Student Interns
Placed at DFCS Offices**

DATE: December 5, 2005

This is an update to the memorandum from Steve Love dated November 13, 2003, regarding student interns at DFCS. All student interns participating in ANY university and/or college sponsored internships at the Division of Family and Children Services must have the full criminal records fingerprint check completed the first day of the internship. All Non IV-E students who have direct client contact will also need to have a Criminal History Record Check - Consent for Release of Information (Form #501-4 from DHR Policy #504), completed the first day of the internship (before they have direct client contact). Students interning with Social Services and OFI who have direct client contact must also be drug screened the first day of the internship (before they have direct client contact). Students interning in positions where they do not have an impact on client safety (i.e., clerical, accounting, etc.) should not be drug screened. Counties that sponsor student interns must ensure that this requirement is met for all student interns placed in their respective offices.

Please note this change: The Division of Family and Children Services will cover the cost for all interns to have criminal records fingerprint checks and drug screens, as we would for any potential new employee. Each county will need a separate account for student intern drug screens. If your county currently has student interns, please contact Micah Simms-Gantt, OHRMD Alcohol and Drug Testing Coordinator, at (404) 463-4366 or via GroupWise at mlgantt@dhr.state.ga.us. She will assist you in setting up a separate account for student intern drug screens.

If you have any questions regarding this requirement, please contact Angie Saturday at (404) 460-7817 or via GroupWise at ansaturday@dhr.state.ga.us. Thank you.

c: Julie York, Retention and Professional Development Unit Manager
Angie Saturday, IV-E Project Administrator
L. Denise Edwards, IV-E Project Administrator
Micah Simms-Gantt, OHRMD
Donna Holcomb, OHRMD

