

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-6</p>	<p align="center">Policy # 2.2</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: Appropriations Act, O.C.G.A. § 49-4A-3 DJJ Financial User's Manual, Section F, H5 DJJ 3.16, 3.52 OPB/DOAS Policy No. 8</p>	
<p>Chapter 2: FINANCIAL SERVICES</p>	<p>Effective Date: 3/26/18</p>	
<p>Subject: FEE PAID PROFESSIONAL SERVICES AND PER DIEM</p>	<p>Scheduled Review Date: 3/26/19</p>	
<p>Attachments: A-Request for Fee Paid Professional Services B-Per Diem and/or Bill for Services Rendered Request Form C-Fee Paid Professional Services Tracking Form D-Independent Contractor Certification E-HIPAA Agreement F-PREA Acknowledgement Statement G-E-Verify Contractor Affidavit (for Companies) H-E-Verify Subcontractor Affidavit (if applicable) I-E-Verify Sub-Subcontractor Affidavit (if applicable) J-Immigration and Security Contractor Affidavit - (for individuals only in lieu of E-Verify) K-Vendor Management Form</p>	<p>Replaces: 11/12/14 Office of Financial Services</p> <p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice occasionally requires services that may only be provided by a specialized group of professionals. Due to the uncertainty of how often these services are needed, fees paid to these professionals are based on services rendered. These professionals may also be entitled to a per diem for reimbursable expenses. The Department shall comply with all applicable laws and regulations related to administering this policy in the most efficient and economic manner possible.

II. DEFINITIONS:

None.

III. PROCEDURES:

A. Request for Fee Paid Services:

1. Before a request for fee paid services can be approved, the independent contractor must provide sufficient documentation that allows DJJ to remain compliant with all applicable federal and state regulations.
2. Each request must include the following:
 - a) Independent Contractor Certification (Attachment D)
 - b) HIPAA Agreement (Attachment E)

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- c) PREA Acknowledgement Statement (Attachment F)
 - d) E-Verify Affidavit for Contractor, Subcontractor or Sub-subcontractor (for individuals in lieu of E-Verify) (Attachment J)
 - e) Certificate of Insurance (refer to State of Georgia Insurance Requirements by category available at State of Georgia DOAS website: <http://doas.ga.gov/StateLocal/SPD/Seven/Pages/Home.aspx>) SPD-SP048 Insurance and Bonding Guidelines
 - f) Copy of Current Professional License
3. In addition to the required documentation, all contractors must have an active PeopleSoft vendor Id. If the contractor does not have a vendor Id, the Administration Operations Coordinator (AOC) or Administrative Operations Manager (AOM) will complete the Vendor Management Form (Attachment K) and submit it to the Office of Financial Services. Independent contractors qualifying as an IRS 1099 vendor must also submit an IRS W-9 form. For more detailed instructions, refer to Section F of the Financial User's Manual.
 4. All individuals paid on a per-diem basis must pass a criminal background check. Each contractor must sign a Background Information Notice and Authorization to Release Form (see DJJ 3.52, Attachment A).
 5. The office/facility Director will authorize the Request for Fee Paid Services Form (Attachment A) for the requested services. The AOC/AOM will sign and date the form and submit it to the Office of Budget Services (Budget).
 6. The Director of Budget or designee will approve/deny the request and return it to the AOC/AOM/Budget Analyst. Services will not be provided prior to a requisition and purchase order being approved in PeopleSoft Financials. Attach the approved Request for Fee Paid Professional Services to the requisition and purchase order.
 7. The use of Fee Paid Services is for short term engagements up to 90 days. Extensions may be granted up to an additional 90 days by the CFO. If services are needed longer, Office of Contracts will issue a formal contract (to incorporate performance measures required by HB 242). Requests for Fee Paid Services will be submitted to Budget 30 days prior to the beginning of the Fiscal Year.
 8. State employees cannot be used to perform Fee Paid Services. This is a conflict of interest and violates DJJ 3.16, Other Employment. Each request should be reviewed to ensure all conflicts of interest are removed.

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9. State agencies may rehire retirees of the ERS or TRS in accordance with State law governing the ERS and TRS plans, rules and regulations, and by OPB and DOAS joint Policy No. 8 (Rehired Retirees).

B. Fees Paid for Services:

1. To receive a payment for services rendered, the AOC/AOM must prepare a voucher with a valid invoice or receipt and submit to the Office of Financial Services. These items are necessary to process payments against the purchase order. A completed Per Diem and/or Bill for Services Rendered Request Form (Attachment B) must be approved by District/Division Director or designee. The AOC/AOM must attach a copy of the previously approved Request for Fee Paid Services Form (Attachment A) to the Per Diem and/or Bill for Services Rendered Request Form (Attachment B).
2. The AOC or AOM should include an up to date copy of the Fee Paid Professional Services Tracking Form (Attachment C) to monitor expenses to ensure that expenses remain within the approved budget. This form should be reviewed periodically for accuracy. The Fee Paid Expense Tracking Form will be submitted with each Per Diem and/or Bill for Services Rendered Request Form (Attachment B).

C. Reimbursement of Eligible Expenses:

1. Individuals paid on a per-diem basis seeking reimbursement of eligible expenses must also have an active PeopleSoft vendor Id. If the individual does not have a vendor Id, the AOC/AOM will complete the Vendor Management Form (Attachment K) and submit to the Office of Financial Services. For more detailed instructions, refer to Section F of the Financial User's Manual.
2. To receive a reimbursement for eligible expenses, a completed Per Diem and/or Bill for Services Rendered Form (Attachment B) must be approved by District/Division Director or designee and submitted by AOC/AOM to the Office of Financial Services.
3. The Department will reimburse travel expenses in accordance with Statewide Travel Regulations and DJJ 2.1, Employee Travel Regulations.
4. Reimbursable expenses submitted on the Per Diem and/or Bill for Services Rendered Form will use account code 652001 only.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO