

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-3</p>	<p align="center">Policy #: 2.6</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: O.C.G.A., Title 49 DJJ Financial Users Manual</p>	
<p>Chapter 2: FINANCIAL SERVICES</p>	<p>Effective Date: 2/28/18</p>	
<p>Subject: ORGANIZATIONAL MEMBERSHIPS AND ACCREDITATIONS</p>	<p>Scheduled Review Date: 2/28/19 Replaces: 10/1/06 APPROVED:</p>	
<p>Attachments: A – Membership Approval and Request for Payment of Fees for Organizational Memberships, Accreditations, or Surveys</p>	<p align="center">  <hr/> Avery D. Niles, Commissioner </p>	

I. POLICY:

Department of Juvenile Justice employees may represent the agency in various professional associations. Membership shall be for certification/accreditation, education/training, information sharing, and/or community relations. Any membership dues paid with DJJ funds shall clearly indicate a measurable benefit to the Department, not the individual representative. Cash donations associated with Association dues using DJJ funds are not allowable. Department representation shall be designated in the Department’s name to a position, not an individual. No DJJ funds shall be used to purchase memberships in organizations that discriminate on the basis of age, sex, nationality, religion, or disability.

II. DEFINITIONS:

Certification/Accreditation: Membership that significantly enables and/or is necessary for an institution to be licensed, accredited, or otherwise established for eligibility for third party payment.

Community Relations: Membership that provides for an on-going positive exchange between DJJ personnel and local communities and that are helpful or necessary for the delivery of service.

Education/Training: Membership that provides DJJ with the appropriate certification, accreditation, training materials, and professional literature necessary for the education, training, and/or staff development of professionals utilized in the delivery of services.

Information Sharing: Membership that provides information on current developments in service delivery (including support services) and current and proposed laws and regulations, that is vital to the improvement and maintenance of the quality and quantity of services.

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III. PROCEDURES:

- A. The division/office director may request membership and payment of membership fees by submitting the Membership Approval and Request for Payment of Fees for Organizational Memberships, Accreditations, or Surveys (Attachment A) to the Chief Financial Officer. An invoice and/or membership application must accompany this form.
- B. Requests for payment for multiple memberships for the same organization must be approved by the Commissioner prior to the commencement of the membership.
- C. Approval of payments for membership fees will be made only if adequate funding is available.
- D. All memberships will be coded by the buyer to the appropriate membership/dues accounting codes for tracking and audit purposes.
- E. If federal funds are being used to pay for the membership, either wholly or in part, the coding on the Membership Approval and Request for Payment of Fees for Organizational Memberships, Accreditations, or Surveys must indicate that the:
 - Benefit from the membership is related to the federal program;
 - Membership is an allowable expense within the federal program;
 - Expenditure is for agency membership;
 - Cost of the membership is reasonably related to the value of the services or benefits received; and
 - Expenditure is not for membership in an organization that devotes a substantial part of its activities to influencing legislation.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO