

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-5	Policy # 2.8
Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities	Related Standards & References: O.C.G.A. §49-4A-3 Georgia Constitution, Article VII, Section IV, ¶ X	
Chapter 2: FINANCIAL SERVICES	Effective Date: 3/22/18	
Subject: COLLECTION OF FUNDS	Scheduled Review Date: 3/22/19	
Attachments: A – Sample Letter: First Notice, Continuing Relationship B – Sample Letter: First Notice, Non-Continuing Relationship C – Sample Letter: Second Notice D – Sample Letter: Third Notice E – Sample Memo to Office of the Attorney General	Replaces: 4/15/12 Office of Financial Services APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall collect funds that are owed to the Department by outside agencies, individuals, or groups because of contract or other business relationships. The Department shall give a 30-day advance notice prior to effecting such collections. All collection efforts shall be the responsibility of the Chief Financial Officer.

II. DEFINITIONS:

Delinquent Party: The outside agency, individual, or group that owes funds to DJJ.

Funds: Those amounts subject to the administrative control of the Department that may become due because of audit findings or any other administrative, non-judicial process.

III. PROCEDURES:

- A. Claims of dollar magnitudes large enough to adversely affect the programmatic performance of the contractor/grantee, or the fair presentation of DJJ’s financial records, may be prorated over a three-month period with the written approval of the Chief Financial Officer.
- B. Claims in excess of 10% of the current grant or contract amount may be prorated over a twelve-month period with the written approval of the Commissioner.
- C. When the Department receives collections, the Chief Financial Officer will cause entries to be made in the DJJ accounting records to reflect the receipt of the funds. The Chief Financial Officer will notify the staff who initiated the claim originally as to the nature and amount of the collection.
- D. When staff determine that funds are due to DJJ, the final determination of the amount owed and documentation supporting the claim will be forwarded to the Chief Financial Officer.

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- E. The Chief Financial Officer will immediately send written notification to the delinquent party, indicating the time and manner in which the collection will be handled, either as a deduction from future payments or by direct remittance to DJJ. (See Attachments A and B.)
- F. When a direct remittance is requested and the delinquent party fails to respond within 30 days, the Chief Financial Officer will forward a second notice (Attachment C) requiring immediate settlement of the claim within a period of 10 days.
- G. If the delinquent party fails to respond to the second notice, the Chief Financial Officer will send a third, final notice (Attachment D) via registered mail, return receipt requested.
- H. If the delinquent party fails to make remittance following the final notice, the Chief Financial Officer will send the claim and all supporting documentation to the Office of the Attorney General and the named collection agency. (See Attachment E.)
- I. The Office of Financial Services will maintain a complete file of the collection attempt until final disposition or collection has been determined by the State Attorney General.
- J. Collections from present or former employees for salary overpayments or other collections will be specifically authorized by the Chief Financial Officer. The Chief Financial Officer will coordinate with the Director of Human Resources and the Director of Legal Services in regards to these collections.
- K. If any collection procedures beyond the scope of those described above are necessary, the Chief Financial Officer must approve all such procedures surrounding these collections.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO