

	<b>Department of Human Services Online Directives Information System</b>	<b>Index: Effective: Review:</b>	<b>POL1222 08/28/2019 09/15/2023</b>
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**SUBJECT: Fees for Professional Organization Memberships or Accreditations**

The Georgia Department of Human Services (DHS) encourages its staff to represent the department in professional associations.

It is the DHS policy for membership to professional associations purchased with department funds to be made in the name of DHS and for the benefit of the department. If this is not possible, personal memberships will be evaluated on an individual basis.

**A. Authority**

- Executive Reorganization Act, Section 1201, Georgia Laws 1972
- Official Code of Georgia Annotated [O.C.G.A. §49-2-1](#)  
DHS created effective July 1, 2009

**B. References**

To request a Membership Approval and Request for Payment of Fees for Organizational Memberships, Accreditations Form, contact the DHS Accounts Payable team at [DHSAccountsPayable@dhs.ga.gov](mailto:DHSAccountsPayable@dhs.ga.gov).

**C. Applicability**

This policy is applicable to all divisions and offices of the Georgia Department of Human Services.

**D. Definitions**

None

**E. Responsibilities**

- The Director of the Office of Financial Services is responsible for issuing and updating procedures to implement this policy.
- All DHS divisions and offices are responsible for observing the policy and procedures for administration of fees for organizational membership or accreditation.

**F. History**

This policy is a revision and an update to the POL 1222 effective July 10, 2007.

**G. Evaluation**

The effectiveness of this policy will be evaluated by the Office of Financial Services and by Georgia Department of Audits and Accounts (DOAA) during the annual financial audit.