

	<p align="center">Department of Human Services Online Directives Information System</p>	<p>Index: Revised: Next Review:</p>	<p align="center">POL 1225 04/03/2019 04/03/2021</p>
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Subject: Garnishments

The Department of Human Services (DHS) is to enforce all wage garnishment orders on its employees as required and instructed by a Summons of Garnishment approved by a judge of a court of record.

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
- Georgia Code Debtor and Creditor - Title 18, 04/01/96 Annotated 18-4-61; 18-4-62; 18-4-63; 18-4-64; 18-4-97: <http://ga.elaws.us/law/18-4>

B. References

United States Code Title 15, Chapter 41, Subchapter II:
<https://www.gpo.gov/fdsys/pkg/USCODE-2011-title15/html/USCODE-2011-title15-chap41-subchapII-sec1673.htm>

C. Applicability

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

D. Definitions None

E. Responsibilities

- The Director of the Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.
- All Summons of Garnishment for employees of the Department of Human Services paid from the 2 Peachtree Street location, are to be served at the Payroll Office at 2 Peachtree Street N.W. Floor 27, Atlanta, Georgia 30303.
- All Summons of Garnishments for employees of the Department of Human Services paid from one of the Division of Family and Children Services (DFCS) regional Payroll hubs or locations are to be served at their respective DFCS Payroll hub or location.

F. History

Replaces POL1225 effective 7/10/2007

G. Evaluation This policy will be evaluated by the DHS Office of Financial Services (OFS) annually.