



B. J. Walker, Commissioner

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Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director  
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**MEMORANDUM**

TO: Unit Managers  
Fiscal Operation Managers  
Regional Accounting Offices  
Accounting Supervisors  
Urban County DFCS Offices

FROM: Alan Davis, Section Director  
Fiscal Services Section

SUBJECT: Disaster Expenditures (E-Mail)

DATE: March 15, 2007

This applies to work done on behalf of any of the federal disaster named counties:

Overtime payment for staff can be made:

- Non-Exempt workers will have overtime calculated at time and one-half hours
- Exempt staff will have overtime calculated at straight time (hour for hour)

All overtime payments must be supported by a signed and approved time sheet. The timesheet has to account for the normal 40 hours and the overtime hours.

Disaster expenses are recorded in UAS Program 198. Notify Alan Davis before month-end closeout of any county with disaster expenses.