



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services
Two Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142
Phone: 404-651-8409 • Fax: 404-657-5105

September 7, 2005

To: County Accounting Staff and Regional Accounting Staff

From: Alan Davis, Section Director, Fiscal Services Section (E-mail)

RE: Hurricane Katrina Disaster Expenditures

1. **THESE PROVISIONS ARE ONLY FOR THE PERIOD OF THIS EMERGENCY.**

2. Use Program 198 to record all Katrina related expenditures (overtime, supplies, client benefits, etc.)

3. Overtime pay will be monetary

- Non-exempt FLSA employees will receive time and one-half monetary compensation for hours in excess of 40 hours actually worked per work period.
- Exempt FLSA employees will receive straight time monetary compensation for hours actually worked in excess of 40 hours per work period. (These include supervisors, but does **not** include County Directors, OFI Regional Managers, Regional Directors, and Section Directors.)
- Maximum overtime rate for Exempt FLSA employees above is \$30.00 per hour. (Example, if employee rate of pay is \$33.00 per hour, then their overtime will be calculated at \$30.00 per hour. However if the employee's hourly rate is \$25.00, they will be paid overtime at \$25.00 per hour.
- If using extended service workers (retirees), either currently employed or hired strictly for Katrina related work, limit their time to 40 hours per week and charge their time to Program 198 (if they are working on Katrina related work).

4. Client Benefits:

- Persons eligible for TANF can be issued \$200.00 of work support benefits
- Persons not eligible for TANF can be issued benefits through PUP, Homestead Funds. These funds should be limited to essential needs, such as food, diapers, etc.
- Benefits that were issued through county funds that meet the definitions above can be reclassified to Program 198. These items should be related to the immediate needs of out-of-state clients.

5. Gift Cards

- Amounts of gift cards can be purchased for the \$200.00. Smaller amounts are recommended, such as \$50.00, because some vendors (Walmart) will not let you return gift cards. Any unused cards can be used later for office supplies or other regular operating items.
- Counties will choose how to disburse the gift cards to clients and the amounts of the gift cards.
- County will need to ensure that they account for every card that is purchased through the use of a log that will contain the card number and the name of the TANF applicant for which the card is given. Client should sign log or another form when receiving a gift card. This will help in tracking Katrina costs and providing documentation for audit purposes.

CC: Sylvia Sloan, Unit Manager, Field Fiscal Services Unit
Camille Harvin, Unit Manager, Field Fiscal Services Unit