

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Corrections Division / Facilities Operations	Reference Number: IIA01-0006 (202.01)	Revises Previous Effective Date:
Subject: County Correctional Institution Subsidy		9/01/04
Authority: Bryson/Jacobs	Effective Date: 04/17/15	Page 1 of 2

I. POLICY:

- A. Under the laws of Georgia the Department of Corrections is required to pay a per diem to county correctional institutions for each state offender held in custody (O.C.G.A. 42-5-53).
- B. The department shall make timely payments of subsidy obligations to eligible counties as required by law.

II. APPLICABILITY:

Corrections Division, GDC Central Office.

III. RELATED DIRECTIVES:

- A. Standard Operation Procedures: IIB01-0008
- B. ACA Standards: 3-4031

IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

- A. Subsidy payments are made to counties operating a county correctional institution and housing offenders assigned to them by GDC. Per Diem payments are made for each state offender held in county custody.

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- B. The Corrections Division, Inmate Data Management Unit, will compile a monthly report from the daily sundown count report provided by all county institutions (Refer to SOP IIB01-0008). Inmate Data Management produces a monthly population report and three copies of the monthly certification bill. All three copies are forwarded to the Corrections Division Business Office.
- C. When the county receives the bill, they shall check for correctness, sign and certify it. They then return the bill to the Business Office along with a copy of their daily count logs. The Business office checks for authorized signatures, miscalculations or errors. If there is a problem such as miscalculation or transposition of figures, the Business Office contacts the institution to verify or correct the problem.
- D. The Corrections Division Business office then sends the bill to the accounting office on a miscellaneous expense form for final processing.