

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Corrections Division / Facilities Operations	Reference Number: IIA01-0007 (202.02)	Revises Previous Effective Date:
Subject: Jail Subsidy Payments		9/01/04
Authority: Bryson / Jacobs	Effective Date: 04/17/15	Page 1 of 5

I. POLICY:

- A. Under the laws of Georgia the Department of Corrections is required to pay a per diem to county jails for each state inmate held more than 15 days after notification of sentencing (O.C.G.A. 42-5-51).
- B. The department shall make timely payments of jail subsidy obligations to eligible counties as required by law.

II. APPLICABILITY:

Corrections Division, Central Office.

III. RELATED DIRECTIVES:

ACA Standards: 2-4037 (3-4031).

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

NONE.

VI. PROCEDURE:

- A. Jail subsidy payments are made to the county from which GDC assumes custody provided GDC has a valid felony incarceration sentence package or parole revocation order received more than fifteen (15) days prior to the date the person is moved to a GDC facility. The rates of payment are statutorily set and periodically amended.

- 1. Jail subsidies are not paid for:

Functional Area: Corrections Division /	Prev. Eff. Date: 9/01/04	Page 2 of 5
Facilities Operations	Effective Date: 04/17/15	Reference Number: IIA01-0007 (202.02)

- a. Misdemeanants;
 - b. Persons with an appropriate sentence but serving concurrently in another jurisdiction, i.e., federal or another state;
 - c. Special Alternative Incarcerated;
 - d. Persons whose sentence documentation is returned to the Clerk of Court;
 - e. Days in custody of a DHR Youth Development Center;
 - f. Persons who came to GDC custody from a county from which no appropriate sentence has been received (Exception is made from counties with no jail);
 - g. The day GDC assumes custody;
 - h. Escapes unless they have come into the system on a separate and unrelated sentence;
 - i. Persons returned to the counties via court orders for trial or as witnesses; and
 - j. Death cases;
2. For offenders with sentences in the first five categories listed, no special jail subsidy processing is required since the jail subsidy status can be set by computer programs utilizing pre admission, initial assignment, or release data.
 3. When the initial assignment is processed or updated for persons in the sixth category, the case file is forwarded to the Jail Subsidy Coordinator for modification of data.
- B. The date the initial appropriate sentence/revocation package is received is used as the jail subsidy compute date except in the following circumstances:

Functional Area: Corrections Division /	Prev. Eff. Date: 9/01/04	Page 3 of 5
Facilities Operations	Effective Date: 04/17/15	Reference Number: IIA01-0007 (202.02)

1. When an additional sentence is received from the same county as the initial sentence, and GDC has not assumed custody, the date the additional sentence is received is used to compute the jail subsidy payment for that county.
 2. When GDC unsuccessfully attempts to assume custody of a revoked parolee who is held on pending charges, consideration for jail subsidy payment is suspended. Payment will be made to the custody county provided the resolution of the pending charges results in a sentence eligible for the jail subsidy program and excess days actually accrue after receipt of that sentence. No subsidy is paid if the subsequent sentence does not meet program criteria, e.g., sentence is probated.
 3. When an additional sentence is received from a county other than the initial sentence county and GDC assumes custody from the addition sentence county, jail subsidy payment will be made to the pickup county only and will be based on the date of receipt of the additional sentence.
- C. Monitoring of jail subsidy data is accomplished through review of case files identified by three reports: the Jail Subsidy 90 Day Report (OR 3475), the Jail Inmates Subsidy Obligation Report (OR 3479), and the Jail Subsidy Certification Bill (OR 4374).
1. OR 3475 is run to begin a billing cycle. It lists, by county, jail subsidy eligible persons not yet in GDC custody and those admitted within the last 90 days. Case files are pulled and jail subsidy data verified for persons whose sentence documents were received more than 180 days ago. Case files for persons with sentences from one of the court ordered pick up counties are monitored if more than 20 days has elapsed since receipt of sentence documents.
 2. OR 3479, also run at the beginning of a cycle, lists in ascending order of excess days, subsidy eligible persons still in a jail with at least one excess day. The following types of cases are verified:

Functional Area: Corrections Division /	Prev. Eff. Date: 9/01/04	Page 4 of 5
Facilities Operations	Effective Date: 04/17/15	Reference Number: IIA01-0007 (202.02)

- a. Those with no assignment date.
 - b. Those with a sentence from a court ordered pick up county.
 - c. Those with institution code 999 (other custody)
 - d. Those with an unreasonable time period between the date sentence received and the assignment date.
3. Prior to distribution of the Jail Subsidy Certification Bill, a comparative analysis is made of the number of excess days for each person listed for each county. Subsidy data is verified for persons with an excess number of days significantly larger than other persons from that county.
- D. At the end of each fiscal year, a computer program is run to determine the jail subsidy obligation still remaining for that year. A report and a computer file are created containing each offender's name, offender number, jail subsidy compute date, jail county, assigned institution, date of initial assignment and number of excess days for each rate.
1. The file also contains a field which records the jail subsidy payment status (i.e. paid, billed, in custody but not billed, in jail, or no longer eligible for program). A second computer program utilizes data in the OTIS transaction log file to update the status of persons in the obligation file.
 2. After each billing cycle, a report shall be produced which will display, by county, the current data for each person and will provide the number of persons in each payment status and the number of excess days associated with each status. This report shall be used to monitor the status of this obligation as changes occur and to determine when all persons have been changed to either paid or not eligible status.
- E. The Jail Certification bills are sent to the Sheriff of each county to be verified. Once all bills are returned

Functional Area: Corrections Division /	Prev. Eff. Date: 9/01/04	Page 5 of 5
Facilities Operations	Effective Date: 04/17/15	Reference Number: IIA01-0007 (202.02)

to the Releases and Agreements section, they are sent to the Corrections Division business office for payment. All bills are reviewed for accuracy. A Miscellaneous Expense Voucher is completed and attached to each bill. If the money was expensed from the previous fiscal year, Partial Payment or Final Payment Form (which ever applies) is attached. The packages are then sent to the GDC Accounting office for payment. A copy is returned to the Releases and Agreements section where each offender's computer record is updated to change the jail subsidy status to be paid and to reflect the actual number of days for which jail subsidy was paid.