

Office of Financial Services

1225 Garnishments

2024-10-28

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**Department of Human Services
Policy and Manual Management System**

Index: POL 1225

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The Georgia 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.

Authority

- Official Code of Georgia Annotated [O.C.G.A § 49-2-1](#), DHS created; transfer from DHR.
- Georgia Code Debtor and Creditor – Chapter 4 of Title 18 of the official code of Georgia Annotated (Garnishment Proceedings), [O.C.G.A § 18-4](#).

References

[United States Code 15 U.S.C. § 1673 \(Restriction on Garnishment\)](#)

Applicability

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

Definitions

None

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 Georgia Department of Human Services, are to be served at 47 Trinity Ave. S.W., Atlanta, Georgia 30334.
- All Summons of Garnishments for employees of the Georgia 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.
- Notices of garnishment proceedings (e.g. summons of garnishment, release of garnishment) must be properly served or submitted to DHS in accordance with applicable laws, rules and procedures. DHS Payroll cannot accept notices of such legal proceedings directly from employees.

History

Replaces POL1225 effective 7/10/2007.

Evaluation

This policy will be evaluated by the Georgia Department of Human Services/Office of Financial Services (OFS) annually.