

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Fees for Licenses/Permits/Certificates	1048

1. Purpose. It is the purpose of this policy to establish guidelines and to set respective responsibility for payment of fees required for employment, to include without being limited to licenses/permits/certificates of DDS employees.
2. Scope. This policy is applicable to all Division employees who, because of their position or scope of responsibilities, require a license/permit/certificate to perform their daily activities at work.
3. Individual Payment Guidelines.
  - A. Those individuals whose job description (OPM) require a license/permit/certificate, as set forth in the minimum qualifications, must assume the responsibility for their own initial payment and any subsequent renewal fees. This is to include any individual employed on a contractual basis.
  - B. From the effective date of this policy forward, current employees will assume responsibility for subsequent renewal fees of any license/permit/certificate so held.
4. Agency Payment Guidelines. DDS will assume responsibility for initial payment and any subsequent renewal fees of any licenses/permits/certificates determined to be necessary and required by the Division for carrying out an employee's job responsibilities, but not so specified by OPM Job Specifications, where authorized by the appropriate Activity Manager through regular administrative channels.

Replacement Notation: This policy replaces DDS Commissioner's Policy #1048 dated April 23, 1982.

Effective Date: March 15, 1993

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