

CF OPERATING PROCEDURE  
No. 55-5

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, August 29, 2011

Financial Management

MEMBERSHIP DUES

1. Purpose. This operating procedure establishes policy and procedures for the use of Department funds for the payment of membership dues in professional or other organizations.
2. Scope. This operating procedure applies to all staff at Headquarters, and to all staff in the Department's regions, circuits, and Mental Health Institutions.
3. References.
  - a. Section 216.345, Florida Statutes (F.S.).
  - b. Section 119.01(3), F.S.
4. Delegation of Authority. Authority to approve the use of Department funds for payment of membership dues in a professional or other organization is delegated to the Assistant Secretary for Administration by the Secretary. The Assistant Secretary for Administration has further delegated that authority to:
  - a. The Program Director (or designee) for Economic Self-Sufficiency Services (i.e., the ACCESS Program), Refugee Services, Child Welfare Services, Adult Protective Services, Child Care Services, Homelessness, and Domestic Violence, and to the Assistant Secretary for Substance Abuse and Mental Health (or designee).
  - b. The Chief Financial Officer for all offices/units not identified in paragraph 4a above.
5. Limitations.
  - a. Approval to use department funds for the payment of membership dues in professional or other organizations will be granted only when such memberships are essential to the duties and responsibilities of the department. This justification must be documented on the Request for Payment of Membership Dues in Professional or Other Organizations, form CF 554 (available in DCF Forms).
  - b. Approval will not be granted to pay membership dues for maintenance of an individual's professional or trade status in any organization except where such membership is a requirement of the position that the individual fills. This is normally restricted to membership in the Florida Bar Association for department attorneys that represent the department in court cases.
  - c. Memberships must be institutional in nature. Individual employee memberships will only be approved if the organization does not offer institutional memberships. If institutional memberships are not accepted, the organization must so certify in writing.
  - d. A request for approval for payment of membership dues must be accompanied by an original, notarized certification by the professional or other organization that its membership records are open for public inspection to any citizen of Florida (see paragraph 3b above). Form CF 1722, Open

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This operating procedure supersedes CFOP 55-5 dated August 15, 2011.

OPR: ASFM

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Records Statement from Organization Paid Membership Dues by DCF (available in DCF Forms), may be used for this purpose.

e. Memberships will be consolidated at the Headquarters/region/circuit/institution level whenever possible.

6. Procedure. All requests for payment of membership dues must be documented on form CF 554 and accompanied by the open records certification, an invoice or other documentation of the amount to be paid, and a statement from the organization that they do not accept institutional memberships, if applicable. The entire package should be forwarded for approval/disapproval to the delegated authority identified in paragraph 4 above. After approval, the package must be attached to a purchase requisition and submitted to the Administrative Services Support Center (ASSC) for processing. The Organization Code, Other Cost Accumulator (OCA), and Expansion Option to which the payment is to be charged must be listed on form CF 554.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

SCOTT STEWART  
Assistant Secretary for  
Administration

SUMMARY OF REVISED, DELETED OR ADDED MATERIAL

The delegation of authority in paragraph 4 has been revised.