

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

May 20, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-45

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: State Combined Charitable Campaign (SCCC) - Notice of Proposed Changes

Changes to the Rule governing State Combined Charitable Campaign (SCCC) deductions have been proposed to inform parties how funds designated to non-profit charities that close or are acquired by another organization will be distributed. The Notice of Intent for the changes has been published in the May 20, 2019 edition of the Louisiana Register.

The changes to the rule are:

- Any charitable organization, which ceases its operations or merges with another organization, shall be ineligible to receive donations from the SCCC. Exceptions may be requested by the charitable organization and will be reviewed for approval by the Principal Combined Fundraising Organization (PCFO) and the Office of State Uniform Payroll (OSUP).
- An ineligible charitable organization shall give written notice to OSUP, through the PCFO, within two weeks of the charitable organization's decision to close or merge through governance action. Such notification shall come from the organization's board of directors.
- OSUP shall notify any ineligible charitable organization that it shall no longer receive donations from the SCCC.
- OSUP, in coordination with the PCFO, shall establish guidelines for designations/ deductions made by employees to an organization deemed ineligible.

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- The PCFO shall notify affected employees in writing of such organizational change and shall provide options for handling the employees' designations/deductions. The PCFO will manage the charitable organization's payouts accordingly.

A copy of the Notice of Intent can be obtained from the Office of State Register's website at the following link: <https://www.doa.la.gov/osr/REG/1905/1905.pdf>. Refer to pages 715-716.

Any comments regarding the contents of this proposed rule may be submitted in writing to the Office of State Uniform Payroll to the attention of Andrea P. Hubbard at P.O. Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m. June 20, 2019.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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