



# LOUISIANA

## Addictive Disorder Regulatory Authority

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**Policy Name:** Non-Sufficient Funds/Stop Payment Policy

**Approval Authority:** The ADRA Board is responsible for final approval of new or revised policies and procedures. The ADRA office will be responsible to ensure that necessary policies, procedures and guidelines are current and available on the appropriate departmental web site and implemented accordingly.

**Revisions:** July 28, 2013

**Errors or changes?** Send email to [admin@la-adra.org](mailto:admin@la-adra.org)

1. **Policy Statement**

ADRA collects various fees authorized by the ADRA Statute to support the day to day operations of the ADRA office.

2. **Reason for Policy**

The purpose of this policy is to clarify the ADRA's expectations for payments that are returned non-sufficient funds and to ensure the accurate receipt of information in an effort to increase operation efficiency.

3. **Who Should Read This Policy**

The following individuals should observe this policy and follow its procedures and understand this policy in order to perform job duties.

- All members of the ADRA community including but not limited to:
  - ADRA Staff
  - ADRA Board Members
  - All individuals regulated by the ADRA
  - All individuals applying to be regulated by the ADRA
  - Addiction Counselors/Prevention Professionals
  - Certified Clinical Supervisors
  - Certified Compulsive Gambling Counselors
  - Public

4. **Related Documents**

ADRA Newsletter

5. **Contacts**

ADRA Office  
4919 Jamestown Avenue, Suite 203  
Baton Rouge, Louisiana 70808  
225-361-0698 (phone)  
[admin@la-adra.org](mailto:admin@la-adra.org) (email)



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### 6. **The Policy**

In an effort to clarify the ADRA's expectations for payments that are returned non-sufficient funds and ensure the accurate receipt of information the ADRA requests that:

- Applicants must submit payments via company checks, money orders, cashier's checks or online via PayPal
- For All NSF or stop payments checks, applicants will be responsible for the fee charged to the ADRA by the financial institution in addition to the original application fee in order to fully process the application
- Note that if the above is not received by the renewal deadline, the application is deemed late and the appropriate late fee must be paid in order to fully process the application
- If the application has been fully processed and approved prior to the ADRA being notified by the financial institution of the NSF or stop payment, upon receipt of notice by the financial institution the credential approval will immediately be suspended until resolved

General information and application instructions regarding all ADRA credentials can be found on the ADRA website at [www.la-adra.org](http://www.la-adra.org). The most current copy of this policy is also maintained on our website for your reference.

### 7. **Compliance with this Policy**

Failure to comply with this policy may result in untimely and inaccurate transfer of information. If there is anything in this policy that you do not understand, please contact the ADRA office using the information provided.

Please note that the procedures and policies outlined in this policy, and in any related policy, may be reviewed or changed at any time. You will be alerted to important changes and updates will be published on our website.