

Housing, Food Service and Other Employee Maintenance Policy

Rates for Fiscal Year _____ beginning _____

Agency Name

Agency No.

1. Food Service Policy

1.1 Determination of eligibility for meals and explanation of benefit(s) provided to employer, if applicable:

1.2 Calculation of agency charges for meals:

110% (direct raw food cost + direct labor cost)

Number of meals served = cost per meal

OR

1.10 (_____ + _____)

(_____) = _____ Charge adopted by agency _____

(Charge adopted by agency must be rounded to the nearest 5 cents of computed cost.)

1.3 Method of collection of meal charges:

1.4 Described records maintained:

2. Employee Housing Policy

2.1 Rate schedule for state-owned housing (Attach additional pages as needed.)

Housing I.D.#	Address of Housing and/or Position of Occupant	Monthly Fair Rental Value	Is Employee Required to Live in Housing? (Yes or No)	Are Separate Meters Installed? (Yes or No)	Amount Charged for Utilities
_____	_____	_____	_____	_____	_____

- 2.2 Basis for housing assignment to officer or employee and explanation of benefits provided to employer, if applicable:

- 2.3 Method of collection of housing charge:

- 2.4 Describe records maintained:

- 3. Drugs, Medical or Dental Services Policy

- 4. Laundry and Cleaning Services Policy

- 5. Benefits under Rehabilitation or Vocational Training Program Policy

- 6. Surplus Institutional Commodities Policy

- 7. Other Employee Maintenance Policy (Uniforms, Safety Shoes, etc.)

I certify that information in this schedule and attachments covers the agency policy on all employee maintenance furnished to employees which is to be placed into effect not more than 30 days from date signed.

Date
Signed

Signature of Agency Head