



**DEPARTMENT OF ADMINISTRATION**  
Division of Accounts and Reports

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**INFORMATIONAL CIRCULAR NO: 97-P-027**

**DATE:** April 3, 1997

**SUBJECT:** Housing, Food Service and Other Employee Maintenance

**EFFECTIVE DATE:** Immediately

**A & R CONTACT:** Payroll Services, (913)296-3146

**APPROVAL:**

**SUMMARY:** Annual review of housing, food service and other employee maintenance rates required under K.S.A. 75-2961A and K.A.R. 1-19-9

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Attached is a Form DA-171, Housing, Food Service and Other Maintenance Policy for your agency to complete. It is not necessary to return this form to the Division of Accounts and Reports. The completed form should be maintained at your agency. Any changes in rates will require entry into the SHARP system through Employee Payroll Data window, PayrlData menu, General Deduction Data panel. Paper agencies should complete an Employee Data Sheet and submit it to the Division of Personnel Services for entry into SHARP.

Regents institutions should also complete the Form DA-171 and maintain the completed form at their agency. Regents are responsible for updating any rate changes into their payroll system.

SAM:JJM:cw

Attachment