



- 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

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\_\_\_\_\_

Signature of Agency Head