



B.J. Walker, Commissioner
Steven E. Love, Acting Division Director

Georgia Department of Human Resources • Division of Family and Children Services • Fiscal Services Section • Alan Davis, Director
Two Peachtree Street, NW • Suite 18.279 • Atlanta, Georgia 30303-3142 • Phone: 404-463-7275 • Fax: 404-657-3270

December 1, 2004

MEMORANDUM

TO: OCP Managers of Field Operations
OFI Regional Managers
Section Directors

FROM: Alan Davis, Director
Fiscal Services Section

SUBJECT: Home-Based Employees

Attached is a list of equipment and services that will be provided for DFCS home-based employees. These are employees who have no other office space available for their use and they work from their home on a full-time basis. Part-time teleworkers will have no equipment or Internet connections provided for them. These policies are effective September 2004, and apply to currently approved home-based employees only .

If computer equipment is needed, the manager should contact Brad Pasto by GroupWise. The manager should let Brad know whether the home-based employee needs a desktop (stationary) computer, or a tablet computer. The All-In-One printers are to be requested by the manager from Juanita Williams in the Fiscal Services Section by GroupWise. Managers should send a request for pagers and calling cards to Alicenell Johnson through GroupWise.

It is extremely important that all state property in an employee's home be listed on the Home-Based Employee Equipment Inventory sheet. This sheet should be kept in the manager's files and a copy sent to Juanita Williams in the Fiscal Services Section. If computer equipment is valued at over \$1000 it also must be listed on the DHR Form 5086 (Equipment Status Change Form/Transfer Form & Invoice). If the equipment is stolen, lost or destroyed it will only be replaced if these forms have been completed and sent to Juanita for her records.

Items that are considered supplies should be requested through the normal procedures in each region or state office section. Unusual requests should be sent to Vicky Frazer through GroupWise. She will discuss the request with the appropriate people and respond with the decision. Since furniture will not be supplied to these employees, they may go to the state surplus offices to see whether there is anything available. Before an employee goes to a surplus office, they must obtain a pass from Juanita Williams via GroupWise. The employee then takes the pass to the surplus office; however they must be able to transport the furniture to their home. The Internet address for surplus is <http://gasurplus.doas.state.ga.us/apps/gss/surplus.nsf>.

If you have any questions about these policies, contact Vicky Frazer by GroupWise, or by telephone at 404-657-5156.

Attachments

DAD:vf

c:	Steven E. Love	Vicky Frazer	Linda J. Parker
	Cliff O'Connor	Juanita Williams	
	Tom Pope	Brad Pasto	
	Regional Accounting Managers	County Payroll Offices	