

## DFCS Equipment & Reimbursement Guidelines For Home-Based Employees

The Division will provide the following to employees who have a full-time assigned permanent workstation in their home and no additional office space provided for them:

- 1 Computer Setup (either a stationary computer or a mobile computer). \*
- An “all-in-one” printer, fax and copier \*
- Pager \*
- Calling Card \*
- Reimbursement for the cost of an Internet connection (DSL or cable Internet Connection; Dial-up service in areas where DSL or cable service are not available). Employees are expected to compare installation costs and monthly fees and to select the least expensive provider.  
The employee submits the bill with their monthly travel statements. DFCS will reimburse this expense for all home-based employees, even if they currently pay the expense.
- Second telephone lines will be reimbursed only for employees that do not have DSL or cable Internet available in their community and they have to use Dial-up Internet service.
- Reimbursement for cell phone minutes used for business calls that are over their monthly allowable minutes. The employee submits the charge on their travel statement each month and attaches the bill with the business calls highlighted. Next to the call on the bill, indicate who was called and what the call was about.
- Postage and supplies should be picked-up from the Regional Manager’s office. Printing should be done at the Regional Manager’s office.
- Mileage will be paid from the employee’s home, even when they live outside of the region they are assigned to. (Make sure the employee’s home address is listed on the travel form as their place of work.)
- The employee’s home address should be used for all correspondence from DFCS. The employee may use the regional office address or the local county DFCS address (with the county’s permission) when corresponding with people outside of DFCS, if they wish.
- For computer problems at their home:
  - o If it is a connection problem, call the provider;
  - o Try to resolve the problem over the telephone with the DHR Help Desk;
  - o If all else fails, take the computer to a DHR office and make an appointment to meet someone to repair the computer.
- Furniture will not be purchased for use in employee’s homes. This includes desks, chairs and filing cabinets. However, employees may use unused furniture from a local DFCS office or from state surplus with permission, and if they are able to transport it to their home. Upon termination of their employment the employee will be required to return the furniture.

\*\*\* All equipment worth over \$1000 must be recorded on a form 5086 and sent to Juanita Williams, Fiscal Services Section, 2 Peachtree, 18<sup>th</sup> Floor, Atlanta, GA 30303. All equipment (over and under \$1000) also must be recorded on the Home-Based Employee Equipment Inventory sheet. This sheet is to be maintained in the manager’s files and a copy is to be sent to Juanita Williams.