

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

| Policy Type | Subject of Policy | Policy No. |
|----------------|--------------------------------|------------|
| Administrative | Furnishing of State Residences | 1028 |

1. Purpose. This policy provides administrative guidelines for Agency-provided furnishings for staff housing located on grounds of facilities operated by Developmental Disabilities Services.
2. Scope. This policy is applicable to all employees of the Division of Developmental Disabilities Services.
3. Housing/Furnishing Guidelines.
 - A. Housing will be provided on grounds of facilities operated by DDS for the Superintendent.
 - B. Only as much furniture as is feasible and economical will be purchased/provided for staff housing for the Superintendent as well as other staff housing as authorized by the Superintendent.
 - C. Furniture authorizations will be in accordance with the following limitations:
 - 1) Living room furniture will be furnished. Major kitchen appliances, including range, refrigerator, oven, dishwasher, clothes washer and dryer will also be furnished.
 - 2) Dining room and guest bedroom furniture will be furnished in the Superintendent's home, when applicable.
 - 3) For any homes having extra furniture, its continued use will be approved but it will not be replaced.
 - 4) Replacement furniture and appliances will only be provided for those areas authorized.
 - 5) Items such as bedspreads, linens, etc. are not provided, but are the responsibility of the individual. Draperies and carpeting are considered part of the house and are not of the furnishings.

Replacement Notation: This policy replaces DDS Commissioner's Office Policy #1028 effective May 18, 1981 and Deputy Director's Office Policy #1028 dated January 8, 1987.

Effective Date: March 15, 1993

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References: MR-DDS Institutional Services Policy RS-PO-17, October 14, 1977, which is hereby superseded.

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4. Storage. Furnishings in unoccupied residences will be stored in a manner which protects them from deterioration.
5. Lease/Rental. Policy and procedures shall be established/maintained at applicable HDCs wherein property/housing is rented/leased with approval through administrative channels to the DDS Director's Office. A copy of all approved HDC Policy and Procedures will be filed in the DDS Director's Office.
6. Inventory. All furnishings will be listed on the center Inventory and identified by appropriate inventory numbers. New purchases shall be added to the inventory.
 - A. Staff housing furnishings shall be included in the Annual property inventory, even though items may not meet the definition of capital outlay (\$100 and up). Separate listings are advisable per home.
 - B. Inventory records shall contain a current/up-to-date listing at the time of staff entry into the residence.
 - C. Prior to movement from the residence, a property inventory check shall be conducted to verify the listing and immediately after the staff exit.
 - D. Staff living in state housing shall be held responsible and accountable for the destruction of property not properly reported as destroyed. This does not include those items that become faulty, etc. during normal course of use.
 - E. HDC management is responsible for ensuring the condition of a residence prior to and after occupancy.

