

<b>SUBJECT</b>	<b>Date</b>
<b>STANDARD OPERATING PROCEDURES MANUAL OFFICE REQUIRED BULLETIN BOARD ITEMS</b>	12-01-99

**PURPOSE:** To comply with state law, USDA-RD and federal requirements for mandatory postings.

**REFERENCES:** 1930-C Exhibit B, VI C 2a(2), Page 32  
Florida Statutes  
Georgia Statutes  
Procedure Memoranda

1. All required postings must be placed on bulletin boards.
2. Upon receipt of any revised forms, the old must immediately be taken down and the revised posted in its place.
3. Required posters that are to be posted in property office:
  - A. Equal Housing - both English and Spanish forms
  - B. "And Justice for All"
  - C. Grievance Procedure (08-30-93)
  - D. Affirmative Fair Housing Marketing Plan
  - E. 504 Accessibility Transition Plan
  - F. DPR license – Florida only (one license for each phase)
  - G. Occupational License
  - H. Occupancy Standards
4. Required federal postings that are to be posted in maintenance shops:
  - A. Federal 5-in-1 poster
  - B. Workers' Compensation Works for You
  - C. Reporting work-related injuries
  - D. Any and all state issued posters