

**Committee for the Purchase of
Commodities and Services from the Handicapped**

P.O. Box 745
Institute, WV 25112

Minutes

September 23, 1998
"B" Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Lee Dixon. In attendance were Tom Bell, Janice Holland, Steve King, Debra Bensey, Chris Miller, Zane Kesceker & Deloris Wilder. Linda Maniak, William Charnock and Curt Curtis were absent from the meeting.

Jack McComas made a motion to approve the minutes. Tom Bell seconded the motion; motion carried.

The financial report was given by Janice Holland indicating a new fiscal budget of \$4,656.00 and a current balance of \$4,198.66. All expenses have been processed to date.

Steve King reported the legal activities continue with the Pre-Sort contract. A hearing has been scheduled October 8, 1998; 3:00 p.m. with Judge McQueen.

An independent survey by Jerry Bennett, Supplies Representative of MMP Industries is being conducting for marketing purposes. Mr. Bennett will provide a report as well as recommendations when the survey is completed.

OLD BUSINESS: Lee Dixon wrote letter to Dave Tincher referring to employee, Jim Jackson regarding the Shawnee Mail Contract. Lee Dixon read Mr. Tincher's reply to the Committee. The Committee agreed a correction needed to be made in the letter. The correction being (did not vs did).

Accounts Receivable: Chris Miller reported the 31-60 column statements have been mailed. He reported having a problem collecting \$48,450.66 dated since June 96 with the Building Commission where materials were delivered and accepted with no contract in process. Jack McComas made a motion to remove from the books \$16,623.91 with the Building Commission, which is over 90 days due. Tom Bell seconded the motion; motion carried. There has been no response from the Sharpe contract. Chris Miller has contacted the Southern Regional Juvenile Detention Center regarding \$4,067.84 payment. Although we are loosing this contract, they have agreed to pay the \$4,067.84.

Chris Miller reported that Purchase Orders no longer seem to be a major problem. They are moving through the system faster then ever before. Chris expressed his appreciation for the helpful suggestions made by this Committee to expedite the Purchase Order process and the assistance of Curt Curtis.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, William Charnock**

Ex Officio Members: **Curt Curtiss**, Executive Secretary

Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

NEW BUSINESS:

There was considerable discussion as to whether this Committee is represented by the Attorney Generals Office. Steve King is checking with Bob Nunley, who is appointed by the AG Office to represent the Division of Rehabilitation Services. The question "Can AG office provide this Committee with an attorney?" Tom Bell reminded the Committee that authorization was given by this Committee several months ago to intervene from a legal standpoint, yet the Committee hasn't. Steve King will contact Bob Nunley regarding clarification of representation from the Attorney General's office.

Two new janitorial contracts acquired are the Department of Highways, Beckley, WV and Department of Highways, Bragg, WV. Contracts in progress are a car wash for state vehicles and bottled water distributed statewide.

No further business to discuss, Tom Bell made a motion to adjourn meeting. Jack McComas seconded the motion; motion carried. **The time and place for the next meeting is October 28, 9:30 - 12:00 in the Small Conference Room at the Institute Complex.**

Deloris Wilder, Recorder

COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

Small P & P Conference Room
W.V. Division of Rehabilitation Services Complex
Institute, West Virginia
September 23, 1998

AGENDA

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Financial Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Report of WVARF Executive Director
- VII. Old Business
 - A. Update on Accounts Receivables
 - B. Presort Contract
- VIII. New Business
- IV. Contract Presentation from CNA
 - A. New Contracts
 - DOH - Beckley
 - Bragg

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE

CUSTOMER: Department of Highways
LOCATION: Beckley

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	2,396	2,396
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		2,396	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	2,396 square feet
Cleaning hours per day	5.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	2.75 hours/day
*Time allocation-Client Workers (hours)	2.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	44.00 hours/year
Annual relief (Workers)	44.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$71.50 Wages/month
Relief-Supervision		\$22.00 Wages/month
Client workers		\$61.37 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$18.88 Wages/month
Monthly Burdened Direct Labor Costs		\$192.77 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
TOTAL MONTHLY DIRECT COSTS		\$192.77

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$38.55
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$231.32

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$23.13
WVARF Fee Rate and Monthly Fee	4.00%	\$10.18

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$264.63
ANNUALLY	\$3,175.60
Total Annual Square Foot Cost-Standard	\$1.33 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$651.78
WVARF Fee	4.00% \$26.07
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$677.85

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$3,853.45
TOTAL MONTHLY BILLING AMOUNT	\$321.12
Total Annual Square Foot Cost-Deluxe	\$1.61 per square foot

J. CONTRACT

Vendor Raleigh County Sheltered Workshop
 Contract Period

Notes:

1. Disposables, equipment and chemicals supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours

WVARF agrees to provide services for the above amount pending final approval by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey

Debra M. Bensey
 West Virginia Association of
 Rehabilitation Facilities
 Director of Operations

Printed Name: _____
 Office: _____

Governor's Committee for the Purchase of
 Commodities and Services from the Handicapped

**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
STANDARD JANITORIAL PRICE ESTIMATE**

CUSTOMER: Department of Highways
LOCATION: Bragg

A. BUILDING DESCRIPTION

Area Description	Difficulty Factor (.5 to 1.5)	Square Feet	Adjusted Square Feet
*	1.0	1,304	1,304
*	1.0	0	0
*	1.0	0	0
*	1.0	0	0
Number of days per week cleaned	1		
TOTAL ADJUSTED SQUARE FEET		1,304	

B. STAFFING DATA

*Wage Rate (Supervisor-Client)	\$6.00
*Wage Rate (Supervisor-Non-client)	\$6.00
*Wage Rate (Worker-Client)	\$5.15
*Wage Rate (Worker-Non-client)	\$5.15
*Wage Benefits	11.65%
*Other Benefits	0.00%

C. DAILY STAFFING PLAN

Total Adjusted Square Feet	1,304 square feet
Cleaning hours per day	3.50 hours/day
*Time allocation-Working Client Supervisor	0.00 hours/day
*Time allocation-Working Non-client Supervisor	1.75 hours/day
*Time allocation-Client Workers (hours)	1.75 hours/day
*Time allocation-Non-Client Workers (hours)	0.00 hours/day
Annual relief (Supervisor)	28.00 hours/year
Annual relief (Workers)	28.00 hours/year

D. MONTHLY DIRECT COSTS

Supervision		\$45.50 Wages/month
Relief-Supervision		\$14.00 Wages/month
Client workers		\$39.05 Wages/month
Non-client Workers		\$0.00 Wages/month
Relief-Workers		\$12.02 Wages/month
Monthly Burdened Direct Labor Costs		\$122.67 per month
Standard chemical cost	0.00%	\$0.00 of burdened DL
Standard equipment cost	0.00%	\$0.00 of burdened DL
Monthly Chemical and Equipment Costs		\$0.00 per month
TOTAL MONTHLY DIRECT COSTS		\$122.67

E. OVERHEAD RATES AND FEES

*Janitorial Work Unit Overhead Rate	20.00%	\$24.53
	0.00%	\$0.00
	0.00%	\$0.00
FULLY BURDENED COST		\$147.21

F. MONTHLY PROFIT AND FEES

*Profit Rate and Monthly Profit	10.00%	\$14.72
WVARF Fee Rate and Monthly Fee	4.00%	\$6.48

G. TOTAL STANDARD SERVICE CHARGE TO CUSTOMER

MONTHLY	\$168.40
ANNUALLY	\$2,020.84
Total Annual Square Foot Cost Standard	\$1.55 per square foot

H. DELUXE FLOOR CARE FEE

*Charge Per Square Foot	17 cents/sq foot
*Number of Floor Cleanings Per Year	2 cleanings/year
Total Deluxe Floor Care Charge	\$443.36
WVARF Fee	4.00% \$17.73
TOTAL ANNUAL DELUXE FLOOR CARE FEE	\$461.09

I. PRICE OF CONTRACT

TOTAL ANNUAL CHARGE TO CUSTOMER	\$2,481.93
TOTAL MONTHLY BILLING AMOUNT	\$206.83
Total Annual Square Foot Cost Deluxe	\$1.90 per square foot

J. CONTRACT

Vendor
Contract Period

Raleigh County Sheltered Workshop

Notes:

1. Disposables, equipment and chemicals supplied by the State of West Virginia.
2. Use of crew labor authorized.
3. Relief based on 5 vacation days, 5 sick days, and 6 holidays
4. Price based on a standard work week of 40 hours

WVARF agrees to provide services for the above amount pending final approval by the Governor's Com for the Purchase of Commodities and Services from the Handicapped.

Prepared and submitted by:

Accepted and approved by:

Debra M. Bensey
Debra M. Bensey
West Virginia Association of
Rehabilitation Facilities
Director of Operations

Printed Name: _____
Office: _____

Governor's Committee for the Purchase of
Commodities and Services from the Handicapped

9/21/98 at 09:57:31.95

WV Assoc. of Rehabilitation Facilities
Aged A/R - Gov. Comm. Report
As of Sep 15, 1998

Filter Criteria includes: Report order is by ID. Report is printed in Summary Format.

Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
ADENA Adena Industries-Marshall Co. 304-845-3000		900.00			900.00
AIRGRD WV Air National Guard	7,085.70	7,085.70			14,171.40
AIRNC Air Pollution Control Comm Nadine Sitton	156.98				156.98
AIRPOL Air Pollution Control Comm. Nadine Sitton	2,617.68	1,279.72			3,897.40
AIRWHE Air Pollution Control Comm Nadine Sitton	228.08				228.08
ARMORY Div. of Eng. & Facilities	521.48				521.48
BCMISC Dept. of Administration ATTN: ACC. PAYABLE			45.00		45.00
BGP&GBLD Dept. of Administration ATTN: ACC. PAYABLE				1,243.56	1,243.56
BECBLD Dept. of Administration ATTN: ACC. PAYABLE	4,559.86	4,559.86	4,453.75	4,453.75	18,027.22
BLDCOM Dept. of Administration ATTN: ACC. PAYABLE	48,318.20	48,450.66		16,623.91	113,392.77
BROADC WV Educational Broadcasting	779.15		93.70		872.85
BUCKUP Buckhannon-Upshur Work Adj		675.00			675.00
BUNKER WV Division of Highways Pat Broadhurst	21,438.83				21,438.83

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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
BURLIN WV Division of Highways Patricia Broadhurst	3,542.76				3,542.76
CACHAS Child Advocate Office Donna Smith	1,001.53	1,001.53			2,003.06
CACHAS (2nd Floor) Child Advocate Office Donna Smith	1,001.53	1,001.53			2,003.06
CAMOR Child Advocate Office Donna Smith	379.23				379.23
CENTRA Dept. of Administration ATTN: ACC. PAYABLE	286.42	286.42			572.84
CLKBLD Dept. of Administration ATTN: ACC. PAYABLE	5,795.86	5,795.86	5,698.26		17,289.98
CULTUR Dept. of Administration ATTN: ACC. PAYABLE	6,564.68	6,564.68			13,129.36
DAWSON Div of Engineering & Facility		1,950.29			1,950.29
DAWSON-Billeting Div. of Engineering & Facility		944.27			944.27
DDPLAN WV DD Planning Council	262.88				262.88
DEVCNT Developmental Ctr. & Worksh		930.00		62.00	992.00
DHHR-1 WV Dept. of Health & Human Louis Palma 304-363-3261	15,534.52	15,534.52			31,069.04
DHHR-2 WV Dept. of Health & Human Tom Gunnoe 304-558-9123	26,219.90	26,219.90			52,439.80

9/21/98 at 09:57:32.67

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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
DHHR-3 WV Dept. of Health & Human John Hammer 304-257-4211	15,596.16	15,596.16			31,192.32
DHHR-4 WV Dept. of Health & Human Margaret Waybright 304-558-0982	16,036.55	16,036.55			32,073.10
DMVBRI DOT-Division of Motor Vehicl Karen Lane	872.09				872.09
DMVHUN DOT-Division of Motor Vehicl Karen Lane	777.67				777.67
DMVLOG DOT-Division of Motor Vehicl Karen Lane	780.79				780.79
DMVMALL DOT-Division of Motor Vehicl Karen Lane	404.15				404.15
DMVMAR DOT-Division of Motor Vehicl Karen Lane	786.60				786.60
DMVMOU DOT-Division of Motor Vehicl Karen Lane	246.20				246.20
DMVTEA DOT-Division of Motor Vehicl Karen Lane	897.30				897.30
DMVWAS DOT-Division of Motor Vehicl Karen Lane	259.34				259.34
DNRFAI WV Div. of Natural Resources	990.11	990.11			1,980.22
DOH WV Division of Highways	4,739.07	4,739.07			9,478.14
DOH-MOOREFIELD WV Division of Highways Patricia Broadhurst	275.34	275.34			550.68

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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
DOHBAR WV Division of Highways	241.90				241.90
DOHBRA WV Division of Highways	708.90				708.90
DOHBRI WV Division of Highways	1,907.03				1,907.03
DOHBUC WV Division of Highways	1,523.50	56.65			1,580.15
DOHBUR WV Division of Highways	288.98				288.98
DOHCEN WV Division of Highways	920.14	920.14			1,840.28
DOHFAI WV Division of Highways	543.32				543.32
DOHGIL WV Division of Highways	422.33				422.33
DOHHEAT WV Division of Highways	158.67				158.67
DOHHUN WV Division of Highways	7,532.22	7,532.22			15,064.44
DOHMIC WV Division of Highways	5,300.80		5,300.80	10,601.60	21,203.20
DOHNC WV Division of Highways Pat Broadhurst	171.83	171.83			343.66
DOHPRK WV Division of Highways	3,939.35	3,939.35			7,878.70

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DOHROM WV Division of Highways Patricia Broadhurst	205.02	205.02			410.04
DOHRON WV Division of Highways Keith Brown	792.88				792.88
DOHUPS WV Division of Highways	258.30				258.30
DOHWESLAB WV Division of Highways Bill Tucci	570.81	570.81			1,141.62
DOHWESMAINT WV Division of Highways Bill Tucci	380.26	380.26			760.52
DOHWESSIGN WV Division of Highways Bill Tucci	114.16	114.16			228.32
DRS COMPLEX WV Div. of Rehabilitation Ser Charlie Farmer	28,548.88				28,548.88
DRSELK WV Div. of Rehabilitation Ser	268.11				268.11
DRSGRN Div. of Rehabilitation Svcs.		3,368.64			3,368.64
DRSLOG WV Div. of Rehabilitation Ser Ruth Gilpin	278.26				278.26
DRSMAINTWORKERS WV Div. of Rehabilitation Ser	5,382.37				5,382.37
DRSMIS WV Div. of Rehabilitation Ser			825.43	31.00	856.43
DRSMUL WV Div. of Rehabilitation Ser	179.19				179.19

9/21/98 at 09:57:32.94

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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
DRSNEWM WV Div. of Rehabilitation Ser	160.57				160.57
DRSSPE WV Div. of Rehabilitation Ser	196.76				196.76
DRSSUM WV Div. of Rehabilitation Ser	146.25				146.25
DRSWEI WV Div. of Rehabilitation Ser Burl Anderson	279.40				279.40
DRSWIL WV Div. of Rehabilitation Ser	276.73				276.73
EMPHUN WV Bur. of Employment Prog	695.60				695.60
EMPSEC WV Bur. of Employment Prog Lindy Vickers	3,577.45	3,577.45			7,154.90
ENERGY-BUDDY BROWN Division of Environ Protection Attn: Buddy Brown	1,601.00				1,601.00
ENGLOG WV Div. of Environ. Protectio	732.80				732.80
ENGOAK WV Div. of Environ. Protectio	1,716.79	1,491.81	1,388.58	1,388.58	5,985.76
EPTC Eastern Panhandle Training Ctr		940.00			940.00
ERJDC E. Reg. Juv. Detention Center	2,086.02		4,172.04		6,258.06
ES-MAC WV Bur. of Employment Prog	536.26				536.26

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ES-PRK WV Bur. of Employment Prog	910.61	910.61			1,821.22
ESCBEC WV Bur. of Employment Prog	915.86	915.86	852.69		2,684.41
ESCBLU WV Bur. of Employment Prog Charles Stores	748.03				748.03
ESCRON WV Bur. of Employment Prog Betty Carola	692.82	692.82	647.44		2,033.08
FSC Fairmont State College	9,092.12				9,092.12
FUTURES Futures Vocational Rehab Serv Jim Farley 846-4799		530.00			530.00
GOODCH Goodwill Industries of Kanaw		825.00			825.00
GREENA Green Acres Regional Center		920.00		137.00	1,057.00
GRIEVA WV Grievance Board	345.49				345.49
HANCOK Hancock Cty. Sheltered Wks.		940.00			940.00
HARRIS Harrison Co. Sheltered Wksp. Marsha Allman		865.00			865.00
HEALTH WV Department of Health	2,925.20				2,925.20
HOPEMONT Hopemont Hospital		4,368.85			4,368.85

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HUNTIN WV Division of Highways	9,268.72				9,268.72
INSCOM WV State Insurance Commissi	1,547.79				1,547.79
IS&C IS & C		1,169.79	2,883.54	257.91	4,311.24
ISCJAN Dept. of Administration Accounting Section	2,245.72				2,245.72
JOBSER WV Bur. of Employment Prog	763.22				763.22
JUDGES WV Bur. of Employment Prog	490.86		424.77	849.54	1,765.17
KEYSER WV Div. of Rehabilitation Ser Harry Hood	368.55				368.55
LEWISB WV Division of Highways Keith Brown	8,862.01				8,862.01
MARION The Op Shop		950.00			950.00
MEADOW WV Division of Highways	19,115.40				19,115.40
MEDEX-Morgantown Office-Chief Medical Examine Shari Ward	246.66				246.66
MEDICA DHHR-Office of Medical Serv Terry Peterson	2,581.96	2,581.96	2,581.96	2,581.96	10,327.84
MFDEP Div. of Environmental Protect.	122.91				122.91

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MFMEDSER WVDHHR/Medical Process D Terry Peterson	3,158.44	3,159.40			6,317.84
MFPUBH WVDHHR/Bur. of Public Hea Accounts Payable		135.74			135.74
MFREHAB WV Rehabilitation Center Steve Hill			616.87	8,461.97	9,078.84
MINERS Off. of Miners Health, Safety	675.05	675.05			1,350.10
MOOREF WV Bur. of Employment Prog	388.66				388.66
MORGAN WV Division of Highways	10,743.85				10,743.85
MOUNTAIN CAP Mountain CAP Debra Belldina 472-1500		530.00			530.00
NICHOL Sheltered Workshop of Nichol		940.00		1,636.58	2,576.58
PACE Pace Training & Evaluation Ct		980.00			980.00
PARKER WV Division of Highways Attn: Mark Kimes	17,119.70				17,119.70
PARKRA WV Parkways Authority Larry Cousins	5,560.58	351.00		156.00	6,067.58
PARKWA WV Parkways Authority	9,797.19				9,797.19
PRECIS Precision Services, Inc.		930.00			930.00

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PREDEV Development Office				16.45	16.45
PREDHR Div. of Health & Human Reso		857.45	1,310.64	2,434.07	4,602.16
PREDNR Department of Natural Resour Robin Strickland		192.91		58.26	251.17
PREEDU Department of Education			55.70		55.70
PREEHS Office of Environmental Healt		34.55			34.55
PREETH WV Ethics Commission		57.12			57.12
PREFIRE State Fire Commission		21.49			21.49
PREMEDSRV WVDHHR/Bur. for Med. Serv		170.00			170.00
PREMIL Div. of Mil. Affairs & Pub Saf		7.56		38.50	46.06
PREPER Division of Personnel				27.62	27.62
PREPROS WV Prosecuting Attorney		61.18			61.18
PREPSC Public Service Commission		38.61			38.61
PREPUR Purchasing Division		496.00			496.00

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PREWCB Workers Comp. Mailroom		2,513.97			2,513.97
PRINCE WV Division of Highways	3,052.37	3,052.37			6,104.74
PRKBLD Dept. of Administration Pam Harper, Accting	3,827.12	3,827.12			7,654.24
PUBSER WV Public Service Commissio	3,926.77				3,926.77
RAIL WV State Rail Authority	432.95				432.95
RALEIG Raleigh County Sheltered Wks		675.00			675.00
REVFND Dept. of Administration Pam Harper, Accting	2,888.75	2,888.75			5,777.50
SHARPE William R. Sharpe, Jr Hospital		5,232.60	4,651.20	6,589.20	16,473.00
SHAWNE Shawnee Hills, Inc/DBG Tim Urbanic		900.00			900.00
SOAPMISC West Liberty State College	468.02				468.02
SPDNR WV Div. of Natural Resources	283.12				283.12
SPDRS Div. of Rehabilitation Service	58.88				58.88
SPECIA Special Services Sheltered Wk		900.00			900.00

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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
SRJDC So. Reg. Juv. Detention Center	2,033.92		4,067.84		6,101.76
SUMMER WV Bur. of Employment Prog	923.15	923.15			1,846.30
SUPSER WV Dept. of Health	1,039.66	1,039.66			2,079.32
TADMCL Department of Administration			7,051.47		7,051.47
TAYLOR Taylor County Workshop		900.00			900.00
TDBEHA WV Dept. of Health & Human	1,164.21				1,164.21
TDDISTIV WV DHHR/Bur. of Family & Alice Goff	7,758.08		6,193.44		13,951.52
TDDSCH Div of Rehab Services/DDS	973.28	1,702.68			2,675.96
TDDSCL Div of Rehab Services/DDS		3,807.58			3,807.58
TDEPWR WV Div. of Envir. Protection	369.60	869.30			1,238.90
TDHUNT WV Dept. of Health & Human Jodi Addis		720.96			720.96
TDRSDIST1 WV Div. of Rehabilitation Ser		1,026.08			1,026.08
TINSUR Insurance Commission		1,010.24			1,010.24

WV Assoc. of Rehabilitation Facilities
Aged A/R - Gov. Comm. Report
 As of Sep 15, 1998

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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
TSADM WV Dept. of Administration ATTN: ACC. PAYABLE			1,320.00		1,320.00
TSDNR-H&F WV Div. of Natural Resources Doris Pringle	1,299.23				1,299.23
TSDNRBEC WV Div. of Natural Resources Dan Farley		288.64			288.64
TSDRS Fiscal Office				1,197.85	1,197.85
TSEDUC2 WV Dept. of Education Financial Office		994.59			994.59
TSEMS WVDHHR/Off. of EMS	1,190.34				1,190.34
TSFOOD WV Dept. of Health & Human		3,146.88		4,590.08	7,736.96
TSHHOS Huntington Hospital		810.77			810.77
TSOFS WV DHHR/Off. of Family Su Jeff Posten		289.13			289.13
TSOMCH WV Dept. of Health/OMCH		1,233.60			1,233.60
TSTAX WV Department of Tax & Rev		1,166.88			1,166.88
WATCH Wheeling Area Training Center		675.00			675.00
WATER RES The Office of Water Resources	2,582.61	2,582.61			5,165.22

WV Assoc. of Rehabilitation Facilities
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Customer ID Customer Contact Telephone 1	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
WCPAAV Worker's Compensation	1,875.95	1,875.95			3,751.90
WCRJDC WC Reg. Juv. Detention Cente	2,082.97	2,082.97	4,165.94	2,082.97	10,414.85
WEIRTO WV Bur. of Employment Prog Barbara Salmons	958.43	958.43			1,916.86
WHEELI WV Division of Highways Attn: Mickey Davis	8,949.32				8,949.32
Report Total	418,425.61	257,488.37	58,801.06	65,520.36	800,235.40