



Pennsylvania  
**Office of the Budget**

**MEMO**

**TO:** All Human Resource Directors for  
Agencies Serviced by the  
Bureau of Commonwealth Payroll Operations

**FROM:** Stephen R. Burns  
Director  
Bureau of Commonwealth Payroll Operations

**DATE:** December 19, 2025

**RE:** BCPO Payroll Memo #25-08, Maintenance Charges for Employees  
Residing in Commonwealth Facilities - 2026

In June 2008, Executive Board Resolution (EBR) MC-08-086 was approved. It stipulates that maintenance charges will be increased each January for Commonwealth employees who are residing in Commonwealth facilities. The increase in maintenance charges is effective beginning the first full pay period in **January 2026**. The increase is based on the percentage change in Consumer Price Index for All Urban Consumers (CPI-U) for the Pennsylvania, New Jersey, Delaware, and Maryland area for the most recent 12-month period for which figures have been officially reported by the United States Department of Labor, Bureau of Labor Statistics immediately prior to **January 1, 2026**.

Along with this memo, we are providing you with a copy of the 2026 schedule of maintenance charges. The schedule can also be referenced on the [Tax Information](#) page of our website. A list of employees who have maintenance charges as of December 18<sup>th</sup> was sent to applicable agency contacts. They are to review the list and verify the correct deduction amounts for maintenance charges.

Per Management Directive 315.14, employees living in Commonwealth facilities for personal convenience who are not required to do so by the responsibilities of their jobs are required to enter into leases through the Department of General Services (DGS).

Human Resource (HR) related questions should be directed to the HR Service Center at (877) 242-6007, while payroll and tax questions related to the charges can be sent to our Payroll Processing division at [RA-OBBCPO-PYPROC DIV@pa.gov](mailto:RA-OBBCPO-PYPROC DIV@pa.gov). We are requesting that you do not refer employee calls directly to BCPO.



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cc: John Kaschak, Deputy Secretary for Comptroller Operations, Office of the Budget  
Jason Swarthout, Deputy Secretary for Human Resources and Management  
Lisette Lindsay, IES Business Operations Human Resources Manager  
Michele Wiest, IES Business Operations Payroll Manager