

OFFICE OF PROGRAM REVIEW
& MONITORING

Grace C. Clark, *Director*
(410) 767-7632

The Office of Program Review and Monitoring was formed in 1980 as the Office of Program Support and adopted its present name in 1991. The Office provides technical, automation, statistical and monitoring functions that are vital to the Administration's varied programs.

OFFICE OF EXECUTIVE MANAGEMENT
& SUPPORT SERVICES

Barbara S. Law, *Director*
(410) 767-7095

The Office originated as the Office of Administrative Support Services in 1980 and received its present name in 1991. To support the operation of Department programs, the Office provides essential services, including rates management, contracts and procurements, training, and budgeting.

SPECIAL PROJECTS DIVISION

Calvin D. Street, *Director*
(410) 767-7659

The Special Projects Division was formed in 1993 to coordinate interagency efforts to plan, fund, and implement new human service projects that address the needs of Department clients. Current projects focus on the problem of drug abuse.

OFFICE OF CHILD PLACEMENT RESOURCES

Jean E. Clarren, *Director*
(410) 767-7675

Functions of the Office of Child Placement Resources originated in 1927 when the Board of State Aid and Charities was authorized to license institutions, associations, agencies and individuals having the care, custody, and control of children (Chapter 632, Acts of 1927). By 1954 the Bureau of Child Welfare was part of the State Department of Public Welfare (Chapter 519, Acts of 1953). In 1965, the Bureau was reorganized as the Bureau of Family and Child Welfare Services (Chapter 817, Acts of 1965). The Bureau, by 1980, functioned as the Office of Child Welfare Services under the Social Services Administration. The Office received its present name in 1991.

The Office seeks and approves residences for children who are in crisis or who have been removed from the home of their parents.

INCOME MAINTENANCE
ADMINISTRATION

Katherine L. Cook, *Acting State Director of
Income Maintenance*
George Sinclair, *Deputy Director*

311 West Saratoga St.
Baltimore, MD 21202 (410) 767-7338

The Income Maintenance Administration, formerly part of the Social Services Administration, was established first by Executive Order and then by law in 1980 (Chapter 26, Acts of 1980). The Income Maintenance Administration coordinates and supervises all public assistance programs in the State (Code 1957, Art. 88A, sec. 1A). These programs include Aid to Families with Dependent Children (AFDC); Disability Assistance and Loan Program (DALP); Food Stamps; and Medical Assistance.

The Administration certifies eligible low-income families for the Medical Assistance Program (Medicaid). In agreement with the U.S. Department of Agriculture, the Administration also directs the Food Stamps Program.

The Administration sets policy for local departments of social services to follow in determining eligibility for financial assistance, Medical Assistance, and Food Stamps. In Baltimore City and in each county, the local director of social services administers public assistance programs subject to the supervision, direction, and control of the Income Maintenance Administration.

The State Director of Income Maintenance is appointed by the Secretary of Human Resources with the Governor's approval (Code 1957, Art. 88A, sec. 1A).

Four offices are part of the Administration: Policy Administration; Quality Assurance; Program Innovations; and Administrative Services.

OFFICE OF POLICY ADMINISTRATION

Beth Boyd, *Acting Director*
(410) 767-7055

The Office of Policy Administration was formed as the Office of Policy Development in 1992 and received its present name in 1993.

DIVISION OF POLICY

Beth Boyd, *Manager*
(410) 767-7927

PRIMARY PREVENTION INITIATIVE OFFICE

Joyce Underwood, *Program Manager*
George Van Hook, *Program Supervisor*
(410) 767-7298

The Primary Prevention Initiative Program began in January 1993 as a five-year demonstration project. The Program tests the impact of sanctions and incentives on the behavior of welfare recipients.