

Severn E. Lanier, *Appeals Counsel, Board of Appeals*

A three-member Board of Appeals, appointed by the Secretary of Human Resources for a six-year term, hears appeals on claims for unemployment insurance benefits, appeals that arise under the taxing provisions of the Unemployment Insurance Law, and other matters that require appellate adjudication, including appeals from the hearing officers' decisions regarding Work Incentive Program (WIN) registrants (Code 1957, Art. 95A, secs. 7, 11).

Under the jurisdiction of the Board of Appeals is the Appeals Division, which is comprised of officers who conduct hearings on all appeals filed by claimants or employers from claims determinations in the Department's local offices, and who conduct hearings on disputed WIN decisions. Claimants may appeal determinations disqualifying them for benefits, or employers may appeal determinations allowing benefits. An Appeals Referee hears all such appeals. Any aggrieved party may further appeal to the Board of Appeals. Final appellate recourse is to the Courts of Maryland.

UNEMPLOYMENT INSURANCE DIVISION

M. C. Ashley, *Director*

Allan H. Berman, *Assistant Director*

This Division supervises the Unemployment Insurance Program carried out by the local offices. The Unemployment Insurance Division also collects contributions from employers covered by the Maryland Unemployment Insurance Law, collects quarterly wage information on covered employees, determines weekly benefit amounts in accordance with this wage information, issues benefit checks to local offices, reviews benefit payments to determine if any were improperly made, recovers improper payments, pays benefits to individuals who formerly worked in Maryland but who reside in other states, and collects from other states for payment of claims to Maryland residents whose claims are against employers in other states, as provided by a reciprocal interstate agreement. The law provides for an experience rating system under which employers who maintain steady employment are eligible for a reduction in the rate of contributions. All funds collected under the law are deposited with the Federal Treasury for the credit of the Unemployment Insurance Trust Fund of Maryland and may be used only for the payment of benefits.

EMPLOYMENT SERVICE DIVISION

Franklin A. Owens, Jr., *Director*

Elizabeth L. Kennedy, *Assistant Director*

The Employment Service Division operates a service that helps job-seeking citizens find employment with private employers. Functions include job placement for all persons; employment-related counseling; aptitude testing; and referral to agencies that provide employer services, including job analysis, technical assistance, inter-area recruitment, and certification of alien workers. This Division also offers services to residents of rural areas, including farm labor recruitment and employment-related services to migrant and seasonal farmworkers.

The Employment Service Division operates a statewide job bank that lists job openings available in the private sector. This Division also participates in the Washington, D.C., Area Job Bank.

The Employment Service Director and his State office staff are responsible for policy, planning, operation of employment service programs in the local offices, technical assistance and specialized training, liaison with other agencies and statewide committees, and coordination with other divisions.

The Director also is responsible for monitoring services to migrant and seasonal farmworkers, and for development and delivery of services under contracts with designated Prime Sponsors under the Comprehensive Employment and Training Act.

State and local office staff represent the Division on a number of State, area, and local commissions concerned with employment and manpower problems.

WORK INCENTIVE PROGRAM (WIN)

Stuart O. Douglass, *Director*

Lois A. Quinn, *Deputy Director*

The Work Incentive Program (WIN) assists persons receiving Aid to Families with Dependent Children (AFDC) to obtain employment. Unless otherwise exempt, persons receiving AFDC benefits must register with WIN to participate in work training and to obtain work.