

Pamphlets and informational material for all Department of Human Resources programs are available, free of charge, from the Office.

OFFICE OF WELFARE EMPLOYMENT POLICY

David Siegel, *Director*

1100 N. Eutaw St.
Baltimore 21201 Telephone: 383-2166

The Office of Welfare Employment Policy (OWEP) was created from the Employment Initiatives Program in 1984. The Office provides the Department with a focal point for analysis of employment and training issues and develops programs to help welfare clients become self-supporting.

Review and analysis of existing programs enables the Office to identify barriers to employment and recommend legislative and administrative means to remove them. The Office also identifies ways to redirect programs and resources to promote client self-support.

The Office oversees work programs, including the Employment Initiatives Program that provides employment and training to help Aid to Families with Dependent Children (AFDC) applicants and recipients secure work. Remedial education, skills, training, on-the-job training, work experience and job search assistance are available to clients and tailored to meet their particular needs.

SOCIAL SERVICES ADMINISTRATION

Frank Farrow, *Executive Director*

Frank Blanton, *Deputy Director*

300 W. Preston St.
Baltimore 21201 Telephone: 576-5200

The Social Services Administration was originally established as the State Department of Public Welfare by Chapter 99, Acts of 1939, to supersede the Board of State Aid and Charities established by Chapter 679, Acts of 1900. By Chapter 148, Acts of 1967, the General Assembly modernized the law, bringing it into conformance with practice and clarifying the responsibilities of the boards and directors of the State and local departments. The name of the agency was changed to the Department of Social Services by Chapter 702, Acts of 1968. The Administration adopted its present name by Chapter 96, Acts of 1970 (Code 1957, Art. 41, sec. 205F (b)).

The Social Services Administration is the central coordinating and directing agency of all social service activities in the State. These include adoption, foster care, protective services to children and families, child day care services, protective services to adults, homemaker services and community home aides, services to families with children, and services to single parents. To administer these services, the Administration is organized into five units: the Office of Child Welfare, Office of Adult and Family Services, Office of Day Care and Special Projects, Office of Administrative Services, and Office of Program Support.

The Social Services Administration is responsible for the development and coordination of its services, for determining the factors that seem to contribute to social and family problems, and for recommending changes or new programs to meet some of the problems. In carrying out this responsibility, the Social Services Administration calls upon the local social services departments for leadership within their communities and for participation in statewide activities. In Baltimore City and in each county there is a local department of social services whose director administers these social services activities within the respective locality subject to the supervision, direction, and control of the State Administration.

The Social Services Administration supervises all public and private institutions that have the care, custody, or control of dependent, abandoned, or neglected children, except those placed under the supervision of another agency. It licenses agencies and institutions having the care and custody of minors, and registers private homes giving day care services to children. The Administration maintains a central registry of reported child abuse cases.

The Executive Director of Social Services is appointed by the Secretary of Human Resources (Code 1957, Art. 88A, sec. 2).

Each local department of social services has a nine-member board of social services. In each county, board members are appointed to three-year terms by the local governing authority. One member is a member of the local governing body, designated to serve *ex officio*. In Baltimore City, the board is called the social services commission. The Mayor appoints its members to six-year terms. The Mayor and the Commissioner of Health serve *ex officio* (Code 1957, Art. 88A, secs. 1, 2, 4, 14, 14A).