

printed materials, and produces exhibits and audio visual presentations to inform the media and the public about Department programs and services.

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

OFFICE OF WELFARE EMPLOYMENT POLICY

David Siegel, *Director*

1100 N. Eutaw St.
Baltimore 21201 Telephone: 333-0028

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.

OFFICE OF INTERGOVERNMENTAL RELATIONS

Dale Balfour, *Director*

Telephone: 333-0391

OFFICE OF ADMINISTRATION

Richard Gehrman, *Director*

Telephone: 333-0414

OFFICE OF INFORMATION MANAGEMENT

Stephen Glusing, *Acting Director*

Telephone: 333-0453

SOCIAL SERVICES ADMINISTRATION

Frank Farrow, *Executive Director*

Frank Blanton, *Deputy Director*

300 W. Preston St.
Baltimore 21201 Telephone: 263-5200

The Social Services Administration originated as the Board of State Aid and Charities in 1900 (Chapter 679, Acts of 1900). In 1939, the Board was replaced by the State Department of Public Welfare (Chapter 99, Acts of 1939). 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 Department was renamed the Department of Social Services in 1968 (Chapter 702, Acts of 1968). In 1970, it became the Social Services Administration (Chapter 96, Acts of 1970).

The Social Services Administration is the central coordinating and directing agency of all social service activities in the State (Code 1957, Art. 41, sec. 6-106). 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 what factors contribute to social and family problems, and for recommending changes or new programs to meet the problems. In carrying out this responsibility, the Social Services Administration calls upon 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