

OFFICE OF ADMINISTRATIVE SUPPORT
SERVICES

Barbara Law, *Director*

333-0120

The Office of Administrative Support Services was created in 1980. To support the operation of Department programs, the Office provides essential services, including negotiated rates, contracts and procurements, training, and program integrity.

INCOME MAINTENANCE
ADMINISTRATION

Timothy W. Griffith, *Executive Director*
George Sinclair, *Deputy Executive Director*

311 W. Saratoga St.
Baltimore, MD 21202

333-0700

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 is the central coordinating and supervisory agency for all public assistance programs in the State (Code 1957, Art. 88A, sec. 1A). These programs include Aid to Families with Dependent Children (AFDC), Medical Assistance, General Public Assistance, and Food Stamps.

The Administration certifies eligible low-income families for the Medical Assistance Program. 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.

Seven offices are part of the Administration: Public Assistance, Program Integrity, Field Operations, Corrective Action, Program Support, Administrative Services, and Disability Entitlement Advocacy.

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

OFFICE OF PUBLIC ASSISTANCE

Content Hagen, *Acting Director*

333-0703

The Office of Public Assistance was established in 1980 to issue benefits in a timely and correct manner.

OFFICE OF PROGRAM INTEGRITY

Washington Green, Jr., *Director*

333-0736

The Office of Program Integrity was formed in 1980 to investigate fraud.

OFFICE OF FIELD OPERATIONS

Katherine Cook, *Director*

333-0781

The Office of Field Operations assures that local departments of social services comply with State and federal regulations for programs administered by Income Maintenance Administration. The Office also serves as a liaison between the local departments and State agencies.

OFFICE OF CORRECTIVE ACTION

Michael Blum, *Acting Director*

333-0886

The Office of Corrective Action collects and analyzes data mandated by federal regulation on the effectiveness of the State's administration of Income Maintenance programs. It determines the error rate for each program and seeks ways to reduce error.

OFFICE OF PROGRAM SUPPORT

Richard Larson, *Director*

333-0966

The Office of Program Support was created in 1980.

OFFICE OF ADMINISTRATIVE SERVICES

Michael Halpin, *Acting Director*

333-0715

The Office of Administrative Services administers the photo identification program for public assistance and is responsible for the issuance of all Income Maintenance benefit checks. The Office also provides centralized administrative services for budget, procurement, inventory, equipment, and personnel.

DISABILITY ENTITLEMENT ADVOCACY

Nancy Monseaux, *Manager*

333-0287

Begun in 1987, Disability Entitlement Advocacy helps disabled recipients of General Public Assistance apply for federal Medicaid, Social Security, and Supplemental Security Income benefits. The unit also aids in the documentation process and acts as advocate for persons with disabilities at entitlement and appeal hearings.