

and matches adult adoptees, birth parents, and birth siblings who wish to be reunited.

OFFICE OF FEDERAL FUNDING INITIATIVES

Margaret Jeanne Sisk, *Director*  
(410) 767-7587

Functions of the Office of Federal Funding Initiatives date to the 1930s when the federal government first provided funds to State social welfare programs. In 1991, the Office of Federal Program Reimbursement was created. Later that year, it was renamed the Office of Federal Funding Initiatives. The Office directs four federal programs.

*Emergency Services to Families with Children* pays half the administrative costs for programs to alleviate child abuse, neglect, or abandonment, or the threat of those conditions. It also pays for the first six months of foster care for children removed from their homes due to such conditions (federal Social Security Act, Title IV-A).

*Foster Care and Adoption Assistance* pays half the administrative and maintenance costs for foster care and adoptive children who meet federal income requirements and removal criteria (federal Social Security Act, Title IV-E).

The *Social Services and Institutional Time-Study Program* is a mechanism the State employs to account for the use of staff resources when it claims funds from the federal government to support its programs. The Study is a means of characterizing the activities carried out by social services staff without minute-by-minute logs of the work day.

Conducted once every three years, the Institutional Time Study is a tool the State uses to determine the percentage of time staff in institutional and group foster-care programs engage in activities for which the federal government will reimburse the State under the federal Social Security Act (Title IV-E).

*Supplemental Security Income for Foster Care Children* screens disabled or functionally delayed children in State foster care or adoption programs to determine their eligibility for Supplementary Security Income (federal Social Security Act, Title XIII).

OFFICE OF PLANNING & PROJECTS  
MANAGEMENT

Gloria Valentine, *Acting Director*  
(410) 767-7686

The Office of Planning and Projects Management formed in 1993 as the Special Projects Division. It became the Office of Planning and Special Projects Management in 1994 and received its present name in 1996.

The Office coordinates interagency efforts to plan, fund, and implement new human service projects that address the needs of Department clients. Current projects focus on drug addiction; HIV/ AIDS; targeted case management for the

Welfare Reform Office; child-abuse and prevention grants; the Family-to-Family Initiative; and *Family Support Program* grants.

OFFICE OF PROGRAM REVIEW  
& MONITORING

Grace C. Clark, *Director*  
(410) 767-7210

The Office of Program Review and Monitoring started in 1980 as the Office of Program Support and adopted its present name in 1991. The Office provides technical, automation, statistical and monitoring functions for Administration programs. The Office also conducts research and evaluates programs.

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OPERATIONS

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Lois Y. Whitaker, *Deputy Secretary for Operations*

311 West Saratoga St.  
Baltimore, MD 21201—3521 (410) 767-7107

The Deputy Secretary for Operations is responsible for the major administrative and support functions of the Department. Under the Deputy Secretary are the Child-Support Enforcement Administration, and four offices: Administrative Services; Budget and Finance; Equal Opportunity; and Personnel.

OFFICE OF ADMINISTRATIVE SERVICES

Delores A. Burton, *Director*  
(410) 767-7699

Established in 1987, the Office of Administrative Services oversees two units: Facilities Services, and Office and Technical Services. Facilities Services is responsible for lease coordination and enforcement and supports the operations of the Department's facility. Office and Technical Services coordinates records and forms, and manages the printshop, warehousing, and inventory.

OFFICE OF BUDGET & FINANCE

Theodore V. Martin, *Budget Director*  
(410) 767-7504

The Office of Budget and Finance was organized in 1989. The Office manages and controls the fiscal systems of the Department. These systems assure that the Department operates within its budget and meets mandates of federal and State government.

OFFICE OF EQUAL OPPORTUNITY

Bruce C. Moore, *Director*  
(410) 767-7861

Created in 1968, the Office of Equal Opportunity works to ensure that Department programs