

Maryland Department of Budget & Management

Office of Personnel Services and Benefits

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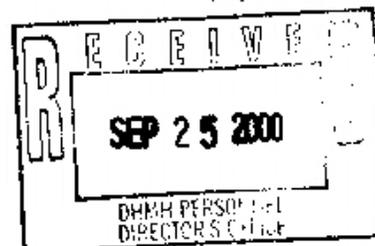
T. ELOISE FOSTER
Deputy Secretary

TO: Personnel Directors and State Welfare to Work Contacts

FROM: Andrea M. Fulton, Executive Director
Office of Personnel Services and Benefits *AMF*

RE: Clarification – Recruiting and Hiring Welfare Recipients

DATE: September 20, 2000



This is to provide an update regarding the State's Welfare to Work Program, which was established January, 2000 at the direction of the Maryland General Assembly. If you need additional copies, the Guidelines for Recruitment and Selection of Temporary Cash Assistance (TCA) Customers is available on the Personnel Officer's section of the OPSB web site at <http://dop.state.md.us/ohrpage>. The Department of Budget and Management (DBM) will report to the Joint Committees on Welfare Reform by November 1, 2000 on the status of hires made under this program.

The State's Welfare to Work Program was implemented in partnership with the Department of Human Resources (DHR), Family Investment Administration and DBM, Office of Personnel Services and Benefits (OPSB). The Welfare to Work Task Force wishes to provide clarification for the following items:

1. Agencies are required to give DHR preference by giving them first opportunity to provide TCA referrals **prior to** initiating any type of additional recruitment. We asked DHR to respond quickly to referral, within three workdays, so that agencies would not experience long delays in the selection process. No "simultaneous recruiting" is allowable during this limited timeframe.
2. If the referral process does not result in the successful hire of a TCA customer, the agency may initiate other recruitment methods when (a) the agency receives a TCA Waiver Memorandum from DHR because there are no available TCA referrals, or an insufficient number of referrals were provided for multiple positions; or (b) the agency documents that during the hiring process it was determined that the available referrals were insufficient in meeting the agency's present hiring needs (Applicant Flow Data for TCA Referrals).

Tel: (410) 767-4715
Fax: (410) 333-5762

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3. The **Primary Target Classifications** identified for this program are the State's **Interview and Hire positions**. Agencies are required to follow the appropriate procedures, complete necessary forms and maintain the hiring documentation for these positions. **Secondary Target Classifications** include **all other types of positions** (e.g., skilled, professional or management service, contractual). Agencies should include DHR in the distribution of job announcements for these positions. However, they should not use the TCA Referral Form or related procedures for Secondary Target Classifications.
4. We are asking agencies to follow-up with DHR contacts after the selection process for **Primary Target Classifications** to offer feedback regarding referrals. To assist with record-keeping requirements, OPSB will send DHR the TCA Applicant Flow Data form when submitted by an agency with the 310 documentation for new hires.

Should you have any questions, please contact Steve Serra, Director for the Recruitment and Examination Division at 410-767-4917 or Cindy Kollner, Director of Management and Labor Services at 410-767-4702. Thank you for your assistance in making this program a success.

cc: Cindy Kollner
Larry Pinkett
Steve Serra
Louise Thomas

[Recruitment and Examination](#)