



B.J. Walker. Commissioner

Department of Human Resources • Division of Family and Children Services • Steven E. Love, Acting Division Director
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December 2, 2004

MEMORANDUM

TO: Gwendora Bailey
Lynn Robinson
DFCS County Directors

FROM: Alan Davis, Director, Fiscal Services Section
Wilfred Hamm, Director, OCP Section

SUBJECT: Temporary Service Workers

The purpose of this memo is to address temporary service workers for the period of January – June 2005.

Temporary service worker expenses are paid for with TANF funds. The Division's FY05 TANF funds are limited; therefore, we are changing the criteria for requests for temporary workers effective immediately. All future requests should include the following:

1. The reason the temporary service worker is being requested;
2. Does your county have lapsing personal services funds that will cover the cost of the request?

All requests for temporary service workers should be sent to Wilfred. You are highly encouraged to fill OCP positions quickly and to eliminate the need for temporary workers. Requests for temporary service workers should decrease and the time-frame for having a temporary service worker should shorten. Keep in mind that a temporary workers costs about 1 ½ times more than a grant-in-aid position.

DADWH:vf

c: Cliff O'Connor
Managers of Field Operations