



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director
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January 24, 2006

MEMORANDUM

TO: Regional Directors
Regional OFI Managers
County Directors
Personnel Representatives

FROM: Martha Okafor, Deputy Director
Division of Family and Children Services

SUBJECT: Extraordinary Achievement Awards---OFI Employees

A handwritten signature in black ink, appearing to read "Martha Okafor", is written over the "FROM:" line of the memorandum.

We have received feedback from some of you regarding my January 20, 2006 memorandum concerning extraordinary achievement awards for OFI staff. We appreciate your interest and commend your hard work that resulted in our State's high performance in TANF Work Participation Rate.

We are also receptive to and appreciate your request for clarification on whether the performance awards should be given to all OFI employees who contributed to the performance or only those that are working on TANF employment services caseloads. In response to your request, I am writing to inform you that the initial tier of awards (January 31, 2006) should be to those staff who are currently and were in one of the five jobs during Federal Fiscal Year 2004 (October 1, 2003 - September 30, 2004). They are eligible for the award if they worked in Family Independence, even if they were not directly managing employment services caseloads. Our goal is to reward the teamwork and efforts of the many employees who helped improve our performance.

Employees in the following jobs are eligible for an award in February 2006. A list of employees in these titles who were employed during the designated time period will be provided within the first week of February for your review.

- 14414 - Error Control Specialist
- 14439 - DFCS Econ Support Screener
- 14405 - DFCS Medicaid Eligibility Specialist (except those on special projects, e.g. Rev/Max, RSM. The list will not include the Rev/Max and RSM employees.)

We would also provide a list of clerical employees assigned to Family Independence. For all of the above jobs, you would be asked to identify any employee who was not working in Family Independence during the designated time period.

If there is anyone else whom you feel should be included (per the memo of January 20, 2006), please submit the name and justification to Alan Davis by February 15, 2006. I hope the above clarification is helpful, and we appreciate hearing from you on this subject.

Thank you!