



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Director  
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September 27, 2006

**MEMORANDUM**

**TO:** DFCS Regional Directors  
DFCS County Directors

**FROM:** Clifford O'Connor, Deputy Director  
Division of Family and Children Services

**SUBJECT:** Conditional Pay Supplements for Resource Development Workers

Since the Social Services Case Manager job title and the CPS/PLC supplements were created in 2001, the Resource Development (RD) function has been excluded from the supplement.

While RD workers do not carry a regular caseload, as do other SSCMs, they are an integral part of the process by providing viable placement and adoptive resources for our other case managers.

I have given approval to expand the conditional pay supplements to our RD workers. Eligibility for the supplement for RD workers will be effective October 1, 2006. RD workers that are already receiving the supplement or who received a permanent adjustment moving from a regular case manager to an RD position in the past will not be eligible based on this approval.

RD workers are a valuable part of the DFCS Social Services team and we are pleased to extend the conditional supplement to include them. Regional/County offices will be responsible for furnishing a list of employees that are performing RD services to your personnel office. Your Personnel office can screen the names to determine if employees are eligible. The same form that is used to request a supplement for other workers and to authorize payment should be used for this process. The wording on the form that addresses caseload percentages should be disregarded for this process.

Please contact Anita Thomas @ 912-557-7839 if you have any questions or need additional information.

c: Mary Dean Harvey  
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