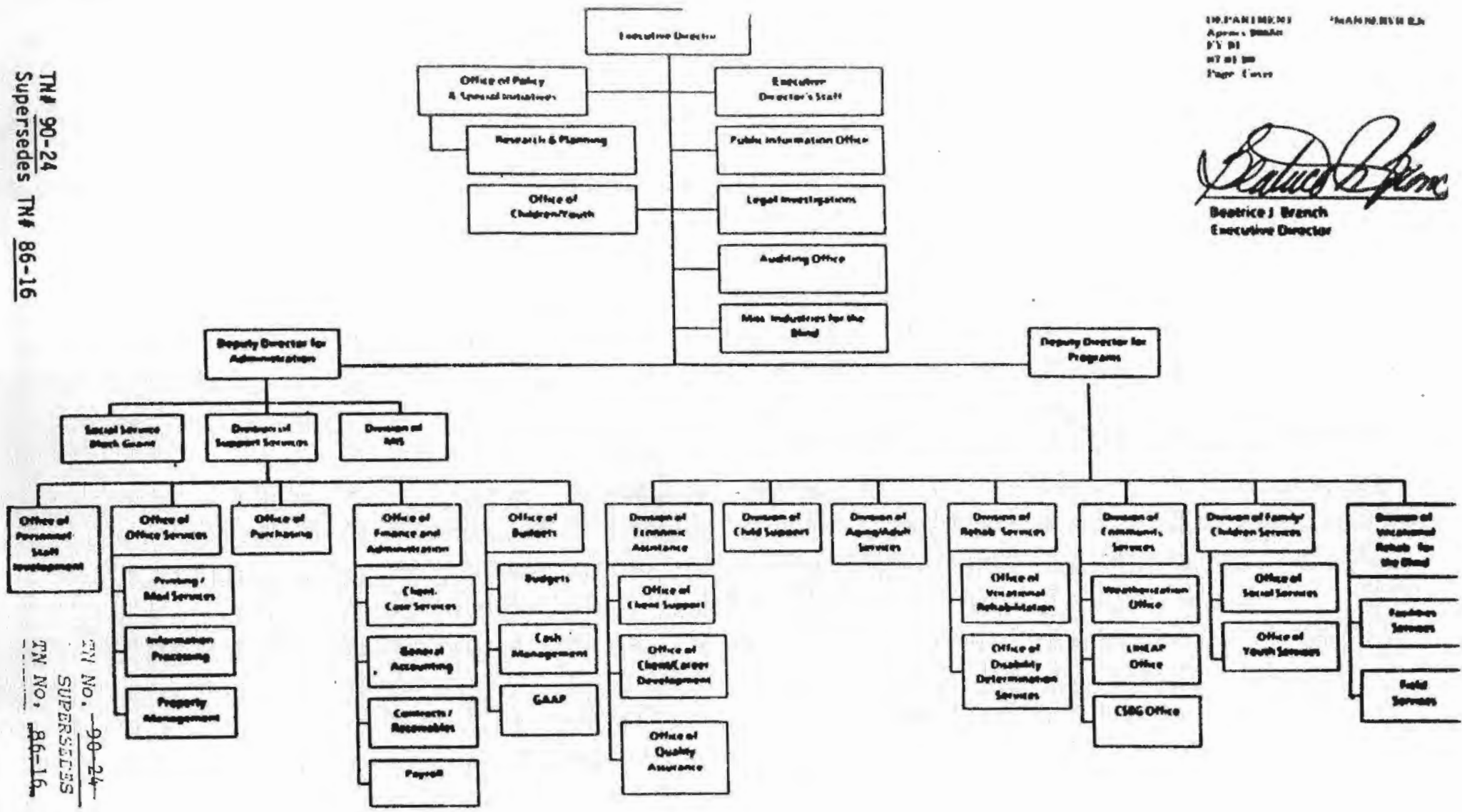


Beebrie J. Branch
 Beebrie J. Branch
 Executive Director

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 Supersedes TM# 86-16

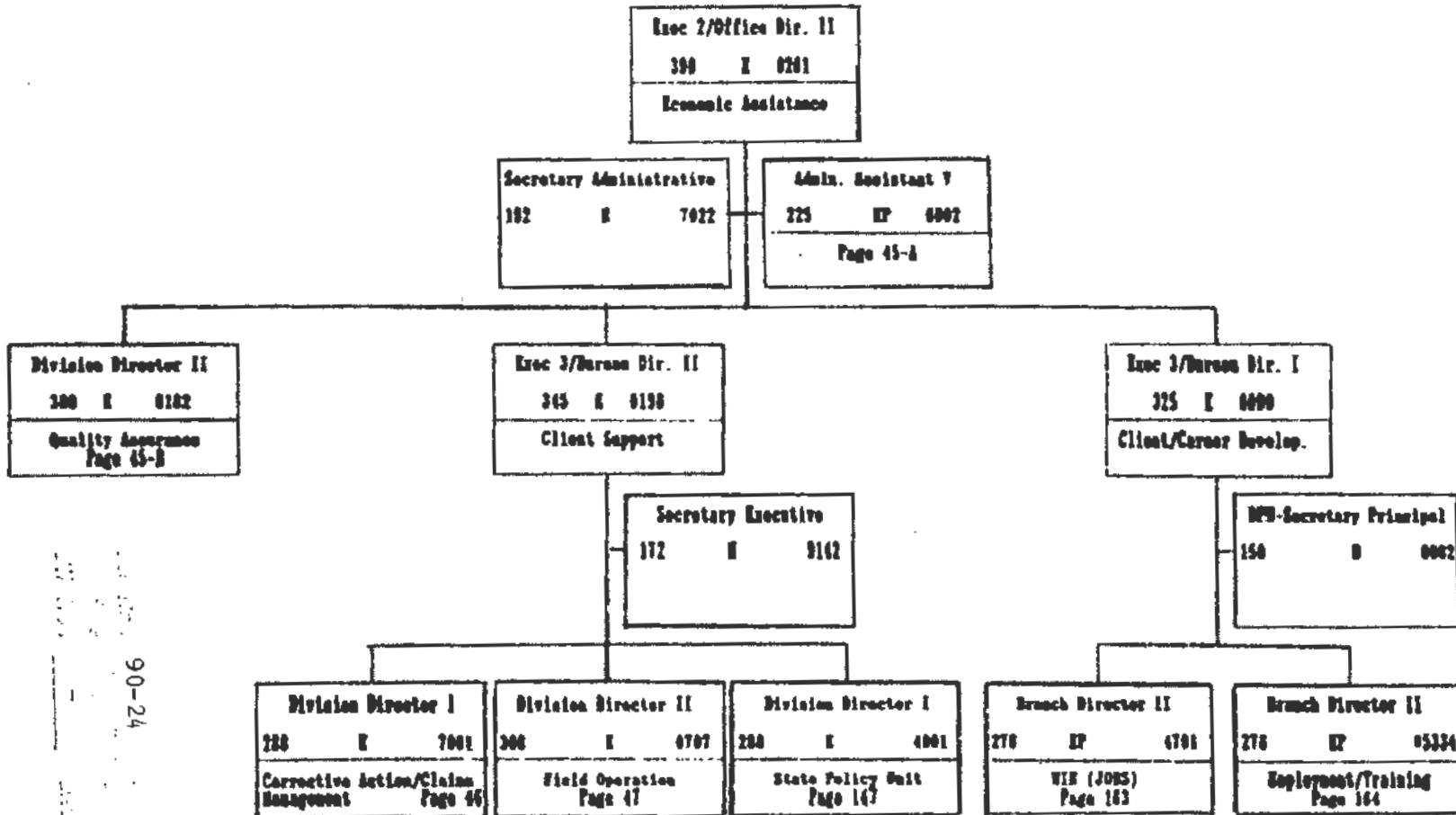


TM No. 90-24
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Division of Economic Assistance

Dept. of Human Services
 January 1965
 Sept. 1, 1989
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90-24
 12-24-90
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Revised as
 Title Limited (5651)

IV-A STATE OF Mississippi

CITATIONS

ORGANIZATION AND FUNCTIONS OF THE UNIT RESPONSIBLE FOR THE ASSISTANCE PROGRAM UNDER TITLE IV-A OF THE SOCIAL SECURITY ACT

205.101(b)

[Brief description, supplemented by an organizational chart of the responsible unit.]

The Division of Economic Assistance is a division of the Mississippi Department of Human Services, which was established during the 1989 Session of the Mississippi Legislature. This Division is headed by a Director who is officially titled an Executive 2/Office Director II. There are three offices and an administrative support unit in this Division. The three offices are as follows:

- (1) Office of Client Support - Includes AFDC, Medicaid, Food Stamp and Food Distribution, Transitional Child Care and AFDC-Up
- (2) Office of Client/Career Development - Includes Employment and Training
- (3) Office of Quality Assurance - Includes staff responsible for Quality Control reviews in the Food Stamp and AFDC Programs

The offices of Client Support and Client/Career Development are headed by Bureau Directors who are officially titled Executive 3/Bureau Directors I and II. The Office of Quality Assurance is headed by a Division Director II. A brief description of the organizational structure of each office is outlined below:

Office of Client Support

The Office of Client Support is headed by an Executive 3/Bureau Director II who supervises the following:

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Division Director I, Corrective Action/Claims Management Unit, who supervises employees responsible for reviewing and approving claims in addition to collection activities for AFDC and Food Stamps.

Division Director I, State Policy Unit, who supervises employees responsible for the interpretation and writing of AFDC and Food Stamp Policy. AFDC positions are identified on organizational chart for State Policy Unit.

Division Director II, Field Operation, who supervises Area and County Offices.

Office of Client/Career Development

The Office of Client/Career Development is headed by an Executive 3/Bureau Director I who directs the Employment and Training Program for food stamp clients through the supervision of a Branch Director.

Office of Quality Assurance

Quality Assurance is directed by a Division Director II who is responsible to the Director of the Division of Economic Assistance. Administrative staff include the secretary and a statistician who assumes responsibility for the National Integrated Quality Control System (NIQCS). There are three (3) Supervisors for the Quality Control Unit who are classified as Program Managers. The supervisory staff assign and review all AFDC and Food Stamp quality control reviews as well as provide administrative supervision of the twenty-one (21) quality control reviewers and three (3) senior reviewers.

Staff in the Management Evaluation Unit perform program compliance reviews of county food stamp program operations. There are six (6) staff members in this unit, one of whom serves as the supervisor/coordinator of the unit and answers to the Division Director II of Quality Assurance.

Administrative Support Unit

The Administrative Support Unit consists of the Administrative Secretary to the Director of Economic Assistance and an Administrative Assistant V who supervises the following:

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Administrative Assistant IV who coordinates all personnel activities for the Division of Economic Assistance, i.e. grievances, employee hearings, personnel actions, etc.

Program Development Specialist who handles all client complaints and inquiries to the Division of Economic Assistance.

Clerk typist III who performs clerical duties, i.e. typing, copying, answering telephone, etc.

The chief functions of the Division of Economic Assistance are: (1) program planning and the development of policies and procedures for the determination of eligibility for financial assistance and Medicaid services through the Aid to Families with Dependent Children (AFDC) Program, AFDC-UP, Medical Assistance, Expanded Medicaid, Infant Survival, Employment and Training, Transitional Child Care, Food Stamp Program, Temporary Emergency Assistance Program, Mandatory State Supplementation, Refugee Assistance, Repatriation Program and the Individual Family Grant Program, (2) decision-making on individual applications and cases.

In addition to the chief functions, efforts are made to coordinate the work activities of the Division with those of other divisions and offices in the Department and to have these activities in accord with the priorities set by the Agency.

Some of the specific duties of the Division of Economic Assistance staff are to:

1. Make recommendations regarding the use of available agency funds for program changes in all program areas and assist in planning for implementation of these changes.
2. Set standards for basic requirements for applicants and recipients of assistance and for consideration of income and resources.
3. Prepare and issue manual material (policy and procedures) with regard to the determination of eligibility in conformity with federal program regulations, federal and state statutes, and within funds available.

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4. Make decisions of eligibility for assistance for all programs under Economic Assistance.
5. Analyze data, available through various sources, for the evaluation of the effectiveness and efficiency of the program policies and procedures.
6. Implement, administer and monitor the Individual Family Grant program when a disaster is declared.
7. Provide direct supervision and technical assistance related to Economic Assistance programs.
8. Administer the Transitional Child Care Program.
9. Administer the AFDC-UP Program

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