

**From:** Rogers, Mary  
**Sent:** Monday, May 13, 2002 12:06 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** Change in Acceptance of Faxed Applications

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**This is a broadcast message from  
Ellie Fitzjarrald, Jim Dalman and Mary Rogers  
to all DPA staff**

As a result of a change in Food Stamp Program rules, effective immediately, we will begin accepting faxed applications from applicants applying for Food Stamps, Temporary Assistance, Adult Public Assistance, and General Assistance.

The change in rules allow households to file applications by submitting the forms to the office either in person, through an authorized representative, by fax or other electronic transmission, by mail, or by completing an on-line electronic application. Applications signed through the use of electronic signature techniques or applications containing a handwritten signature and then transmitted by fax or other electronic transmission are acceptable. This means we no longer need the applicant to follow up with a signed original application.

***Please Note*** - Medicaid Program policy allows us to accept faxed Medicaid and CAMA applications only in urgent and emergency situations. In these cases, the signed original application must follow the faxed application.

MAP 30-12, Accepting Facsimile Transmissions Policy, will be updated with this information in the near future.

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**From:** Rogers, Mary  
**Sent:** Friday, June 08, 2001 4:31 PM  
**To:** ALL DPA Statewide Staff  
**Subject:** National Eligibility Worker's Conference Opportunity

**This is a broadcast message from  
Ellie Fitzjarrald, Jim Dalman and Mary Rogers  
to all DPA staff**

Would you like to network with individuals from other states who work in your profession? Do you want to find new ways to improve our business and improve personally and professionally?

[Then this opportunity is for you!](#)

The National Eligibility Worker's (N.E.W) Conference is right around the corner. Last year the division sponsored ten (10) representatives to attend the conference. Our representatives returned with renewed energy, fresh ideas, knowledge of other state's programs and processes, and a pocket full of business cards (new acquaintances from their networking efforts).

This year's event will be held August 19-22, 2001 in Spokane, WA. We are pleased to announce that we will be sending seven (7) staff to this year's conference.

- A representative from the Central, Northern, Southeast, and Coastal regions (4 total)
- Two representatives from the support units (Fraud, Quality Control, SD&T, Systems Operations, Network Services, Field Services, Heating Assistance)
- A representative from Program & Policy

You do not have to be a N.E.W member to participate in this opportunity. However, if you are selected and not a current member, a \$40 membership (\$30 for National and \$10 for the State Chapter) will be your responsibility prior to attending. The division will pay for travel, per diem and the conference fee at the member rate for each representative.

### **Nomination Process**

Staff are encouraged to email their nominations by the close of business on June 15th to the following:

- Region nominations - Email nominations to the regional manager.
- Support Units and Program & Policy nominations - Email nominations to your unit manager who will then forward to Shirley Bryan.
- Program and Policy nominations - Email nominations to Pam Van Kirk

The regional managers, Shirley and Pam will place the names into a hat and pick the winner. A broadcast message will be sent to "all staff" announcing the 7 representatives.

Representatives attending the conference will be responsible for creating a group travel report as well as presenting information and providing materials to coworkers.

I encourage staff to take advantage of this great opportunity. If you are interested in attending this year's conference or wish to nominate a coworker, please email the folks listed above.

**Remember, all nominations are due by June 15!**

Administrative time will be provided to staff who are who paying their own way or being sponsored by N.E.W. A travel authorization (TA) will be required and employees must follow state employee conduct rules.

If you have additional questions, please contact Jim, Ellie or Mary.

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**From:** Rogers, Mary  
**Sent:** Friday, June 08, 2001 1:58 PM  
**To:** ALL DPA Statewide Staff  
**Cc:** Dailey, Jacqueline  
**Subject:** Classification Study Update

**This is a broadcast to all DPA staff  
from Chris Ashenbrenner, Jim Dalman and Mary Rogers**

As mentioned in Chris' November 17<sup>th</sup> email, we are conducting a Classification study is to clarify the roles and responsibilities of the ET/WDS job classes, to look at how our business has changed and how the changes have affected the job classes, and to continually seek to improve our business. We would like to take a moment to reiterate the intent of the study and to ensure staff are comfortable with and updated on the process.

Jackie Dailey, a Classification Specialist with Human Resources, has conducted 69 desk reviews around the state (7 in Southeast, 11 in Northern, 21 in Coastal and 31 in Central). Staff representing all job class levels throughout the state, were involved in this informational gathering process. We stressed the need for staff to be comfortable with the desk review process.

Over the last several weeks a committee of Subject Matter Experts (SME's) was created. They met for the first time on May 30<sup>th</sup>. This committee consists of 6 staff selected because of their wealth of experience and respect by peers; representation of their current and other job class levels due to their past employment at those levels (both ET and WDS); representation of a rural and urban setting; and representation of general or specialized services. The six representatives are:

- Suzi Pulczynski (WDS II-Anchorage District Office)
- Tom Hollier (ET IV-Muldoon)
- Michael Hanes (EOM-Bethel District Office)
- Beth Maiquis (ET III-DKC Office)
- Mary Lou Jorissen (ET IV-Fairbanks APA)
- Linda Dawson (WDS II-Ketchikan District Office)

Their role is to:

- Describe the work
- Define levels of complexity
- Describe the work
- Identify critical tasks
- Identify knowledge, skills, abilities and work behaviors
- Critique drafts of class specifications

The committee's goal is to represent all levels of the ET and WDS series and produce a quality product with recommendations to be forwarded to the Core Team.

At their May 30<sup>th</sup> meeting, information was provided to the committee on classification study and

processes in general, the committee's role and responsibilities, and timeframes. In addition, the committee started its discussion on, and identification of, the similarities and differences (again surrounding the above areas) between the working levels of the ET and WDS job classes. This discussion will continue at their next meetings on June 8, June 15 and June 20 working for consensus on what the end products (drafted class specifications) will be. It is unknown what form the class specifications for job classes will take because they haven't gotten to that point yet in the discussion.

Some staff have stated they feel the reviewer had preconceived notions regarding the job classes and that the information being gathered was not objective. This view is certainly a concern to us because it is not the intent of the study. Staff perception is important and our Core Team (Chris Ashenbrenner, Jim Dalman, Mary Rogers and Jackie Dailey) have discussed this issue. We want to ensure you that Jackie does not have a preconception about eliminating the WDS job class and she will be relying heavily on the recommendations of the committee.

I encourage all staff to keep informed of the study and to provide suggestions or recommendations to any SME Committee member. In turn, the member will share that with us at upcoming meetings.

Thank you,  
Chris, Jim and Mary