

MAINE WELFARE DIRECTORS' ASSOCIATION

CERTIFICATION AS A WELFARE DIRECTOR/GA ADMINISTRATOR

APPLICATION

APPLICANT MUST SERVE AS THE MUNICIPALITY'S
WELFARE DIRECTOR/ GA ADMINISTRATOR
AND MUST BE A MEMBER OF MWDA

Name: _____

Title: _____

Municipality: _____

Length of Service as Welfare
Director/GA Adm: _____

Telephone: _____

CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.
APPLICANT IS RESPONSIBLE TO PROVIDE DOCUMENTATION THAT ALL REQUIREMENTS
HAVE BEEN SUCCESSFULLY COMPLETED.

A. MANDATORY REQUIREMENTS

THE TRAINING IS TO BE CONDUCTED BY THE MAINE WELFARE DIRECTORS' ASSOCIATION
AND/OR THE STATE OF MAINE DEPARTMENT OF HUMAN SERVICES AND THE MAINE
MUNICIPAL ASSOCIATION.

Date

1. **22 MRSA 4301 et seq.** _____
(Once in the 3 year period that precedes this application date)
2. **MMA Model General Assistance Ordinance** _____
(Once in the 3 year period that precedes this application date)
3. **Maine DHS General Assistance Policy** _____
(Once in the 3 year period that precedes this application date)
4. **Applicant must have attended either the
MMA Fall Convention (GA Program) or
MWDA Spring Seminar (1 day)** (each year
in the 3 year period that precedes this
application date) **and a total of four
additional MWDA sponsored trainings/
meetings.** (in the 3 year period preceding this application date) _____
5. **Applicant must have served on at least one
MWDA Committee for each of the three
years preceding the application and met the
attendance requirements.** _____
6. **The municipality must be in compliance
with the most recent DHS Audit** _____

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B. OPTIONAL REQUIREMENTS

Applicant must meet at least two (2) of the following six (6) requirements

- | | Date |
|---|-------------|
| 1. Serve on a committee/task force/advisory board related to GA, its administration, client populations and any social/political/legal issue that impacts the aforementioned. | _____ |
| 2. Public service presentation given in your community which is related to GA | _____ |
| 3. Completion of a two-year educational course related to social services. | _____ |
| 4. Taught or assisted with an MWDA Sponsored Training and/or Workshop. | _____ |
| 5. Serve as an officer of the MWDA Executive Board and meet all attendance requirements. | _____ |
| 6. Serve on the MWDA Executive Board (other than an officer) and meet attendance requirements. | _____ |

CERTIFICATION GUIDELINES

I. Introduction

As reflected in the by-laws of the Maine Welfare Directors' Association, the purpose of this certification for Welfare Directors/General Assistance Administrators is as follows:

- A. to establish and promote equitable, efficient and standardized administration of General Assistance, and**
- B. to encourage the professional development of Welfare Directors/GA Administrators, and**
- C. to provide and exchange information which will improve the administration of General Assistance.**

II. Philosophy

The General Assistance Program is grounded in the philosophy that a fundamental role of government is to provide a safety net to protect the health and well being of all citizens in our community. The General Assistance Program is administered according to standards and rules established by state regulations, laws and municipal ordinance.

- A. The first goal of the Certified Welfare Director/General Assistance Administrator is to learn, honor and abide by all federal, state and local laws and those rules and regulations governing the program.**
- B. The second goal of the Certified Welfare Director/General Assistance Administrator is to establish and maintain the highest levels of professionalism and an environment conducive to the well being of both clients of General Assistance and staff involved in its administration.**
- C. The third goal of the Certified Welfare Director/General Assistance Administrator is to operate a program that delivers assistance efficiently, fairly, uniformly, in good faith, without discrimination and with maximum possible accountability to both municipal supervisory personnel and the taxpaying public.**
- D. The fourth and ultimate goal of the Certified Welfare Director/General Assistance Administrator is to encourage and assist applicants in becoming self-reliant.**

CERTIFICATION GUIDELINES

III. Certification Procedure

A. How will the certification process work?

Members of the Professional Development and Certification Committees will review each application and approve or deny. Once the application has been reviewed a notice will be sent to the applicant. If the application is approved, a letter of recognition will be sent to the recipient and the recipient's city/town. All of those receiving certificates will have their original certificate awarded at the Spring Seminar.

B. Who should apply?

Any individual who is a member of MWDA and who administers the General Assistance program.

C. What criteria will be used as the basis for certification?

To become certified the applicant must submit an application form with:

- 1. A copy of the MWDA membership card or other proof of current membership.**
- 2. Supporting documentation showing that all requirements have been successfully completed. Certificates must be attached and in the order in which they appear on the application.**

**APPLICANT MUST ATTEND EACH TRAINING IN ITS ENTIRETY IN ORDER TO
BECOME CERTIFIED.**

A. MANDATORY REQUIREMENTS

1. **MUNICIPAL GENERAL ASSISTANCE LAW:** Applicant is required to attend training on M.R.S.A. Title 22 once in the three-year period that precedes the application date. Training covers Laws (General Assistance) of the State of Maine which pertain to municipalities.

2. **MUNICIPAL ORDINANCE:** Applicant is required to attend training on the Municipal Ordinance once in the three-year period that precedes the application date. Using the MMA Model Ordinance, training covers the ordinance and how to apply it to your municipality.

3. **MAINE DEPARTMENT OF HUMAN SERVICES G. A POLICY:** Applicant is required to attend training on DHS/GA Policy once in the three-year period that precedes the application date. Training covers DHS Policy as it relates to G.A.

4. **GENERAL ASSISTANCE PROGRAM:** Applicant is required to attend either the MMA Fall Convention (G.A. Program), or the MWDA Spring Seminar (one day) each year in the three-year period that precedes the application date, and a total of four additional MWDA sponsored trainings/meetings within the three-year period that precedes the date, excluding DHS Policy, GA Ordinance and State Statute.

5. **MWDA COMMITTEES:** Applicants must have served on at least one MWDA Committee for each of the three years preceding the application and met the attendance requirements.

6. **DEPARTMENT OF HUMAN SERVICES AUDIT:** Applicant must be in compliance with the most recent DHS audit.

CERTIFICATION GUIDELINES

B. OPTIONAL REQUIREMENTS

Applicant must meet at least two (2) of the listed requirements in the three-year period that precedes the application date. Note that serving on an MWDA committee or the MWDA Executive board does not meet optional Requirement #1.

CERTIFICATION IS VALID FOR THREE (3) YEARS FROM THE APPROVAL DATE.

THIS APPLICATION MUST BE ACCOMPANIED BY PROOF OF COMPLETION OF MANDATORY AND OPTIONAL REQUIREMENTS. CERTIFICATES MUST BE ATTACHED AND IN THE ORDER IN WHICH THEY APPEAR ON THE APPLICATION.

Please send copies, we cannot be responsible for the loss of original documents. All applications must be typed (or printed with block letters).

PLEASE SEND TO:

**JOAN KISZELY
MAINE WELFARE DIRECTORS' ASSOCIATION
PROFESSIONAL DEVELOPMENT COMMITTEE
MAINE MUNICIPAL ASSOCIATION
60 COMMUNITY DRIVE
AUGUSTA MAINE 04330**