



CERTIFICATION IN THE FUNDAMENTALS OF GENERAL ASSISTANCE ADMINISTRATION

CERTIFICATION GUIDELINES

I. Introduction

The purpose of this certification 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 Eligibility Specialists/Caseworkers, 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.

III. Certification Procedure

A. **Who should apply?**

An individual who determines general assistance eligibility and is a current member of MWDA in good standing, or an employee who determines general assistance eligibility in a municipality, in which the GA Administrator/Director is a current member of MWDA in good standing.

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

To become certified the applicant must have been in a GA position for at least 6 months, complete one (1) Basic GA and one (1) Advance GA Training in the most recent three (3) year consecutive period. Please note that General Assistance Basic Training is a prerequisite for the General Assistance Advanced Training. An application form must be submitted with:

1. A copy of your individual MWDA membership card, or your GA Administrator's/Director's Membership card or other proof of current membership.
2. A copy of the General Assistance Basics Certificate from MWDA.
3. A copy of the General Assistance Advanced Certificate from MWDA.

C. How will the certification process work?

Members of the Executive Committee/Professional Development Committee will review all submitted material and approve or deny the application. If the application is approved, the certificate and a letter of recognition will be sent to the recipient, and to the recipient's city/town. All of those receiving certificates will be recognized at the Spring Seminar. If something is missing from your application, you will be notified.

Please send copies, we cannot be responsible for the loss of original documents.

Return to: MWDA, 60 Community Drive, Augusta, ME 04330

MAINE WELFARE DIRECTORS ASSOCIATION

**CERTIFICATION IN THE FUNDAMENTALS OF
GENERAL ASSISTANCE ADMINISTRATION**

**EITHER THE APPLICANT OR THE MUNICIPALITY'S
GA ADMINISTRATOR MUST BE A MEMBER OF MWDA.**

APPLICATION

Name: _____

Title: _____

GA Administrator/Welfare Director
Eligibility Specialist/Caseworker

Municipality: _____

Telephone: _____

Length of Service
in GA Position: _____

APPLICANT MUST HAVE HELD A POSITION IN GA FOR AT LEAST 6 MONTHS
BEFORE APPLYING FOR CERTIFICATION.

ALL REQUIREMENTS MUST BE COMPLETED DURING THE MOST RECENT
CONSECUTIVE THREE (3) YEAR PERIOD.

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

THIS APPLICATION MUST BE ACCOMPANIED BY PROOF OF COMPLETION
OF ALL REQUIREMENTS.

MANDATORY REQUIREMENTS

ONLY TRAINING CONDUCTED BY THE MAINE WELFARE DIRECTORS ASSOCIATION
QUALIFIES FOR THIS CERTIFICATION.

Basic GA:

Advanced GA:

Date: _____

Date: _____

Location: _____

Location: _____

Signature: _____

Date: _____