KJ.20 Functions. A. Office of the Director provides executive leadership for administering the agency's programs and initiatives at the regional level. The Director provides direction to the Regional Operations Staff and the Office of State Systems. The Director also serves as the Associate Deputy Director of Child Support Enforcement Systems and reports directly to the Director, Child Support Enforcement, on matters related to child support information systems. The Director is the principal advisor to the Assistant Secretary for Children and Families on region-related and State systems matters.

The Director supervises and supports the Regional Administrators in administering Regional Office activities and establishing and implementing cross-cutting program initiatives. The Director establishes coordinative arrangements with program and staff office directors to assure that the Regional Administrators can oversee operations, fulfill program responsibilities, and have access to needed information. The Director advises the Assistant Secretary of problems that could prevent the Regional Offices from carrying out the mission of ACF and the Department.

The Director represents the Assistant Secretary in HHS and with other Federal agencies and task forces on Region-related and State systems activities.

In conjunction with Program and Regional Offices, the Director provides the leadership of ACF's partnership and monitoring activities. The Director is jointly responsible with the Office of Planning, Research and Evaluation for implementing performance measures for ACF's goals and objectives.

Within the Office of the Director, administrative staff assist the Director in managing the administrative, personnel, and salaries and expenses activities for the Office of Regional Operations and State Systems.

B. The Regional Operations Staff develops and manages processes for liaison between ACF Regional Offices and the Assistant Secretary and program and staff offices in headquarters. The Staff supports Regional Offices by implementing and overseeing systems and procedures for communicating with and managing the workload emanating from the varied and diverse ACF Program Offices. The Staff monitors and evaluates Regional Office operations and makes plans for the utilization of regional resources to accomplish approved objectives. The Staff works with program offices to develop strategies for delivery of services to States and grantees.

C. The Office of State Systems/Child Support Information Systems oversees the Department's responsibilities for Federal financial participation in the funding of State automated systems for ACF programs. It coordinates ACF's development and implementation of strategies and policies related to payment integrity, electronic benefits transfer, welfare systems integration, and related initiatives and programs. It directs State systems activities on partnership, collaborative efforts, and technical assistance activities. It is headed by a Director who reports to the Director, Office of Regional Operations and State Systems. The Office consists

- Office of the Director (KJC1)
- State Systems Policy Staff (KJC2)
- Division of State Systems Approvals (KJC3)
- Division of Child Support Information Systems (KJC4)

1. The Office of the Director provides leadership for provision of technical assistance to States on information systems projects; and advances the use of computer technology in the administration of welfare and social services programs by States.

2. The State Systems Policy Staff is responsible for developing departmental policies and procedures under which States obtain Federal financial participation in the cost of automated systems development to support programs funded under the Social Security Act. It serves as the departmental focal point for the development and implementation of strategies and policies related to payment integrity, welfare systems integration and related initiatives and programs; and provides leadership and guidance to interagency work groups in these areas for the Department.

3. The Division of State Systems Approvals reviews, analyzes, and approves/disapproves State requests for Federal financial participation for automated systems development activities which support the AFDC, JOBS, Child Care, Head Start, Child Welfare, Foster Care, Social Services, and Refugee Resettlement programs. It provides assistance to States in developing or modifying automation plans to conform to Federal requirements. It monitors approved State systems development activities; conducts periodic reviews to assure State compliance with regulatory requirements applicable to automated systems supported by Federal financial participation. It provides guidance to States on functional requirements for these automated information systems. It promotes interstate transfer of existing

automated systems and provides assistance and guidance to improve ACF's programs through the use of automated systems.

4. The Division of Child Support Information Systems is a separate organizational unit which reports to the Associate Deputy Director for Child Support Enforcement, who reports to the Director of Child Support Enforcement. The Division reviews, analyzes, and approves/disapproves State requests for Federal financial participation for automated systems development activities which support the Child Support program. It provides assistance to States in developing or modifying automation plans to conform to Federal requirements. It monitors approved State systems development activities; conducts periodic reviews to assure State compliance with regulatory requirements applicable to automated systems supported by Federal financial participation. It provides guidance to States on functional requirements for these automated information systems. It promotes interstate transfer of existing automated systems and provides assistance and guidance to improve ACF's programs through the use of automated systems.

V. Delete Chapter KL. "The Office of Management," retitle it as the "Office of Staff Development and Employee Relations" and replace with the following:

The Office of Staff Development and Employee Relations

KL.00 Mission KL.10 Organization KL.20 Functions

KL.00 *Mission*. The Office of Staff Development and Employee Relations (OSDER) serves as principal advisor to the Assistant Secretary and provides consultation, policy development, technical assistance and related services to all ACF components in the areas of training, staff development, organizational analysis, labor relations and employee relations.

KL.10 Organization. The Office of Staff Development and Employee Relations is headed by a Director who reports to the Deputy Assistant Secretary for Program Operations.

KL.20 Functions. The Office of Staff Development and Employee Relations provides leadership in directing and managing agency-wide staff development and training activities for ACF. The Office is responsible for the functional management of training and development in the agency, including policy development, guidance, and technical assistance and evaluation of all aspects of career, employee,