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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 90 LCM-48

Date: April 6, 1990

Division: Administration

TO: Local District Commissioners

SUBJECT: Income Maintenance Training Institute

ATTACHMENTS: NONE

As you know, last year the Department conducted a review of the Income Maintenance Training Institute. Since its inception, the Institute has operated as a residential program conducted over two consecutive weeks. The content of the program has changed constantly to keep pace with federal and state regulatory issues, but no changes have been made in the structure of the program.

Last year's review indicated that there may be too much material to absorb over 10 consecutive days, that formal on-the-job training could enhance the learning experience and that some topics were best taught back at the agency rather than in the Institute. The Income Maintenance Training Committee was asked to review the study and to help the Department decide which of the recommendations to implement. Based on the Committee's work, we have decided to pilot some changes in the Institute format during the upcoming fiscal year.

The Department will continue to offer a two week residential training program for new income maintenance workers and will continue to cover all training, travel and overnight costs. However, during the pilot the training will be conducted over a three week period with a structured one week on-the-job training experience in the agency in between the two residential weeks. In addition some of the topics now taught within the institute curriculum will be provided through regional training programs held at regular intervals across the state.

We plan to pilot the revised format beginning in May and have planned a series of regional training sessions for staff development coordinators and supervisors to discuss the changes in more detail.

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We will be carefully evaluating the revised format and will seek local district input on how well the new structure serves the needs of the new worker. We appreciate the help we have received thus far from local staff on the Income Maintenance Training Committee and look forward to continued cooperation as we test new approaches to training.

Questions about the revised Income Maintenance Training Institute format should be directed to Donna Willette of the Office of Human Resource Development at (518) 474-0887.

Nelson M. Weinstock
Deputy Commissioner
for Administration