

Alabama 2021 APSR – Addendum 2

- I. Cover Letter
- II. Approval Letter
- III. Finance Documents
- IV. Disaster Cycle Services Mission Decision Matrix
- V. Gov. Ivey, “Safer at Home Order” of May 21, 2020 *
- VI. Child Welfare Worker and Supervisor Classifications

* As of the 2021 APSR, Initial Submission, this was the most recent order issued by Gov. Ivey.

NOTES:

1. Other documents that were included with the APSR submission, but are not included here, are listed below. For information on this content, please contact the Alabama Pre/Post Adoption Connections (APAC), at the *Children’s Aid Society*.
 - APAC Program Benchmark Report
 - APAC Training Report
 - APAC Recruitment Team Tracking Reporting, FY 2019
2. In this Addendum, financial forms, as well as Human Resource Child Welfare Supervisor and Worker classifications are provided. Anyone seeking current/further information/clarification on either area, should contact the Finance Division of State DHR (finance forms) or Alabama State Personnel (supervisor/worker classifications).



Kay Ivey
Governor

State of Alabama Department of Human Resources

S. Gordon Persons Building
50 Ripley Street
P. O. Box 304000
Montgomery, Alabama 36130-4000
(334) 242-1310
www.dhr.alabama.gov



Nancy T. Buckner
Commissioner

June 30, 2020

Ms. Shalonda Cawthon, Program Manager
Region IV - Administration for Children and Families
61 Forsyth Street, SW
Atlanta, GA 30303-8909

Dear Ms. Cawthon:

Attached please find Alabama's **2021 Annual Progress and Services Report (APSR)**, as well as the other required reports and documents.

If there are any questions and/or if further information/clarification is needed, please contact Jan Casteel, Director, and/or Larry Dean, Office of Federal Coordination and Reporting, in State DHR, Children and Family Services. They can both be reached at (334) 242-9500.

We appreciate the assistance and support that you and your staff have again provided this year in the compiling of this report.

Respectfully Yours,

Nancy T. Buckner
Commissioner

Cc: Anthony Bingham
Karen H. Smith
Shea Cobb-England
Jan Casteel
Emily Jones
Amanda Faulk
Corey Williams
Larry Dean
NTB: Id



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
330 C Street, S.W.
Washington, D.C. 20201

November 10, 2020

Nancy T. Buckner
Commissioner
Alabama Department of Human Resources
Gordon Persons Building
51 Ripley Street
Montgomery, Alabama 36130-4000

Dear Commissioner Buckner:

Thank you for submitting Alabama's Annual Progress and Services Report (APSR), including the annual report on the use of funds under the Child Abuse Prevention and Treatment Act, and the CFS-101 forms requesting funding for fiscal year (FY) 2021 to address the following programs:

- Title IV-B, subpart 1 (Stephanie Tubbs Jones Child Welfare Services) of the Social Security Act (the Act);
- Title IV-B, subpart 2 (MaryLee Allen Promoting Safe and Stable Families Program and Monthly Caseworker Visit Grant) of the Act;
- Child Abuse Prevention and Treatment Act (CAPTA) State Grant;
- Chafee Foster Care Program for Successful Transition to Adulthood (Chafee Program); and
- Education and Training Vouchers (ETV) Program.

These programs provide important funding to help state child welfare agencies ensure safety, permanency, and well-being for children, youth and their families. The APSR facilitates continued assessment, development, and implementation of a comprehensive continuum of services for children and families. It provides an opportunity to integrate more fully each state's strategic planning around use of federal funds with its work relating to the Child and Family Services Reviews and continuous program improvement activities.

Approval

The Children's Bureau (CB) has reviewed your APSR for FY 2021 and the annual report on the use of CAPTA funds and finds them to be in compliance with applicable federal statutory and regulatory requirements. Therefore, we approve FY 2021 funding under the title IV-B, subpart 1; title IV-B, subpart 2; CAPTA; Chafee; and ETV programs. For the Chafee program, your state has elected to serve eligible youth up to age 21.

Counter-signed copies of the CFS-101 forms are enclosed for your records.

The Administration for Children and Families' Office of Grants Management (OGM) will issue a grant notification award letter with pertinent grant information, which will be sent to the email address listed on the FY 2021 CFS-101s. Please note that OGM requires grantees to submit additional annual financial reports, using the form SF-425, according to the terms and conditions of the award.

Training Plan

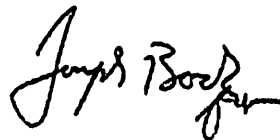
This approval for the FY 2021 funding for title IV-B, subpart 1; title IV-B, subpart 2; CAPTA; Chafee; and ETV programs does not release the state from ensuring that training costs included in the training plan and charged to title IV-E of the Act comply with the requirements at 45 CFR 1356.60(b) and (c) and 45 CFR 235.63 through 235.66(a), including properly allocating costs to all benefiting programs in accordance with the state's approved cost allocation plan.

Additional Information Required

Pursuant to Section 424(f) of the Act, states are required to collect and report on caseworker visits with children in foster care. The FY 2020 caseworker visit data must be submitted to the Regional Office by December 15, 2020. States that wish to use a sampling methodology to obtain the required data must obtain prior approval from the Regional Office.

The CB looks forward to working with you and your staff. Should you have any questions or concerns, please contact Shalonda Cawthon, Child Welfare Regional Program Manager in Region 4, at (404) 562-2242 or by e-mail at shalonda.cawthon@acf.hhs.gov. You may also contact Anthony Bingham, Children and Families Program Specialist at (404) 562-0019 or anthony.bingham@acf.hhs.gov.

Sincerely,



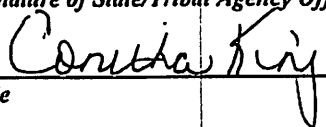
Jerry Milner
Associate Commissioner
Children's Bureau

Enclosure(s)

cc: Gail Collins, Director; CB, Division of Program Implementation; Washington, DC
Shalonda Cawthon, Child Welfare Regional Program Manager in Region 4; Atlanta, GA
Anthony Bingham, Child and Family Program Specialist; CB, Region 4; Atlanta, GA
Karen Smith, Deputy Commissioner, Children and Family Services, Alabama DHR; Emily
Jones, Deputy Director, Quality Assurance, Alabama DHR

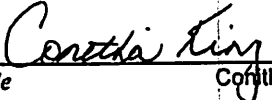
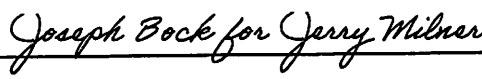
CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CHAFEE, and ETV and Reallotment for Current Federal Fiscal Year Funding

For Federal Fiscal Year 2020: October 1, 2019 through September 30, 2020

1. Name of State or Indian Tribal Organization and Department/Division:		3. EIN:	636000619		
ALABAMA DEPT. OF HUMAN RESOURCES		4. DUNS:	836723197		
2. Address: (insert mailing address for grant award notices in the two rows below)		5. Submission Type: (select one)			
50 N RIPLEY STREET		<input type="checkbox"/> NEW <input type="checkbox"/> REALLOTMENT <input checked="" type="checkbox"/> REVISION			
MONTGOMERY, AL 36130-4000					
a) Email address for grant award notices: beth.dykes@dhr.alabama.gov					
REQUEST FOR FUNDING for FY 2020: Hardcode all numbers; no formulas or linked cells.					
6. Requested title IV-B Subpart 1, Child Welfare Services (CWS) funds:			\$0		
a) Total administrative costs (not to exceed 10% of the CWS request)		ok	\$0		
7. Requested title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds and estimated expenditures:		% of Total	\$0		
a) Family Preservation Services		#DIV/0!	\$0		
b) Family Support Services		#DIV/0!	\$0		
c) Family Reunification Services		#DIV/0!	\$0		
d) Adoption Promotion and Support Services		#DIV/0!	\$0		
e) Other Service Related Activities (e.g. planning)		#DIV/0!	\$0		
f) Administrative costs (APPLICABLE TO STATES ONLY: not to exceed 10% of the PSSF request)		#DIV/0!	\$0		
g) Total itemized request for title IV-B Subpart 2 funds: <i>NO ENTRY: Displays the sum of lines 7a-f.</i>		#DIV/0!	\$0		
8. Requested Monthly Caseworker Visit (MCV) funds: (For STATES ONLY)			\$0		
a) Total administrative costs (FOR STATES ONLY: not to exceed 10% of MCV request)		ok	\$0		
9. Requested Child Abuse Prevention and Treatment Act (CAPTA) State Grant: (STATES ONLY)			\$0		
10. Requested John H. Chafee Foster Care Program for Successful Transition to Adulthood:			\$1,804,238		
a) Indicate the amount to be spent on room and board for eligible youth (not to exceed 30% of CFCIP request).		ok	\$400,000		
11. Requested Education and Training Voucher (ETV) funds:			\$0		
REALLOTMENT REQUEST(S) for FY 2019:					
Complete this section for adjustments to current year awarded funding levels.					
12. Identification of Surplus for Reallotment:					
a) Indicate the amount of the State's/Tribe's FY 19 allotment that will not be utilized for the following programs:					
CWS	PSSF	MCV (States only)	Chafee Program		
\$0	\$0	\$0	\$0		
13. Request for additional funds in the current fiscal year, should they become available for re-allotment:					
CWS	PSSF	MCV (States only)	Chafee Program		
\$0	\$0	\$0	\$0		
14. Certification by State Agency and/or Indian Tribal Organization:					
The State agency or Indian Tribal Organization submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau.					
Signature of State/Tribal Agency Official		Signature of Federal Children's Bureau Official			
					
Title		Title			
Date		Date			
July 1, 2020					

CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CHAFEE, and ETV and Reallotment for Current Federal Fiscal Year Funding

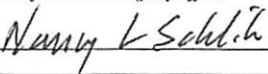
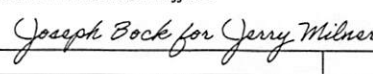
For Federal Fiscal Year 2021: October 1, 2020 through September 30, 2021

1. Name of State or Indian Tribal Organization and Department/Division:		3. EIN:	63-600000619-A6
Alabama		4. DUNS:	836723197
2. Address: (insert mailing address for grant award notices in the two rows below)		5. Submission Type: (select one)	
Department of Human Resources		<input checked="" type="checkbox"/> NEW	
50 N. Ripley Street, Montgomery, Alabama 36130		<input type="checkbox"/> REALLOTMENT	
a) Email address for grant award notices: Jan.casteel@dhr.alabama.gov		<input type="checkbox"/> REVISION	
REQUEST FOR FUNDING for FY 2021:			
Hardcode all numbers; no formulas or linked cells.			
6. Requested title IV-B Subpart 1, Child Welfare Services (CWS) funds:			\$4,698,464
a) Total administrative costs (not to exceed 10% of the CWS request)			\$469,800
7. Requested title IV-B Subpart 2, Promoting Safe and Stable Families (PSSF) funds and estimated expenditures:		% of Total	
a) Family Preservation Services		30%	\$1,795,450
b) Family Support Services		25%	\$1,496,220
c) Family Reunification Services		20%	\$1,196,974
d) Adoption Promotion and Support Services		25%	\$1,496,220
e) Other Service Related Activities (e.g. planning)		0%	\$0
f) Administrative costs		0.0%	\$0
(STATES ONLY: not to exceed 10% of the PSSF request; TRIBES ONLY: no maximum %)			
g) Total itemized request for title IV-B Subpart 2 funds:		100%	\$5,984,864
NO ENTRY: Displays the sum of lines 7a-f.			
8. Requested Monthly Caseworker Visit (MCV) funds: (For STATES ONLY)			\$384,020
a) Total administrative costs (not to exceed 10% of MCV request)			\$0
9. Requested Child Abuse Prevention and Treatment Act (CAPTA) State Grant: (STATES ONLY)			\$1,314,000
10. Requested John H. Chafee Foster Care Program for Successful Transition to Adulthood:			\$1,779,270
a) Indicate the amount to be spent on room and board for eligible youth (not to exceed 30% of Chafee request).			\$400,000
11. Requested Education and Training Voucher (ETV) funds:			\$601,060
REALLOTMENT REQUEST(S) for FY 2020:			
Complete this section for adjustments to current year awarded funding levels.			
12. Identification of Surplus for Reallotment:			
a) Indicate the amount of the State's/Tribe's FY 2020 allotment that will not be utilized for the following programs:			
CWS	PSSF	MCV (States only)	Chafee Program
\$0	\$0	\$0	\$0
13. Request for additional funds in the current fiscal year (should they become available for re-allotment):			
CWS	PSSF	MCV (States only)	Chafee Program
\$0	\$0	\$0	\$0
14. Certification by State Agency and/or Indian Tribal Organization:			
The State agency or Indian Tribal Organization submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, Chafee and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau.			
Signature of State/Tribal Agency Official		Signature of Federal Children's Bureau Official	
			
Title Coritha King, Director		Title	
Date June 25, 2020		Date 11/10/2020	

CFS-101 Part II: Annual Estimated Expenditure Summary of Child and Family Services Funds

Name of State or Indian Tribal Organization:	For FY 2021: OCTOBER 1, 2020 TO SEPTEMBER 30, 2021									
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Services/Activities	Subpart 1- CWS	Subpart 2- PSSP	Subpart 2- MVC	CAPTA	CHAFEE	ETV	TITLE IV-E	STAF, LOCAL, & DONATED FUNDS	Number Individuals Served	Population To Be Served
1.) PROTECTIVE SERVICES	\$ 3,056,046		\$ 1,154,000				\$ 27,727,835	61,379	39,208	Children needing abuse prevention, protection & remedy
2.) CRISIS INTERVENTION (FAMILY PRESERVATION)	\$ 1,795,450						\$ 598,483	1,845	475	Families in Crisis
3.) PREVENTION & SUPPORT (FAMILY SUPPORT)	\$ 1,496,220						\$ 498,740		28,493	Children & Families at risk of child abuse & neglect throughout state
4.) FAMILY REUNIFICATION SERVICES	\$ 1,196,974						\$ 398,991	1,699	658	Families with children needing reunification & remedy
5.) ADOPTION PROMOTION AND SUPPORT SERVICES	\$ 1,496,220						\$ 638,740	3,862	1,171	Pre-adoption services & FCR/adoption
6.) OTHER SERVICE RELATED ACTIVITIES (e.g., planning)	\$ -						\$ 1,135,791			All eligible children
7.) FOSTER CARE MAINTENANCE:										
(a) FOSTER FAMILY & RELATIVE FOSTER CARE	\$ 1,172,618						\$ 9,305,412	\$ 11,418,096	6,750	All children in foster care
(b) GROUPLING CARE							\$ 1,394,370	\$ 3,807,074	550	Foster Care children in contracted care
8.) ADOPTION SUBSIDY PAYMENTS							\$ 22,500,650	\$ 28,255,824	4,951	All eligible children
9.) GUARDIANSHIP ASSISTANCE PAYMENTS							\$ 1,803,537	\$ 638,694	1,142	All eligible children
10.) INDEPENDENT LIVING SERVICES							\$ -	\$ 827,318	1,850	Year of age in foster care
11.) EDUCATION AND TRAINING SERVICES							\$ -	\$ -		Year of age in foster care
12.) ADMINISTRATIVE COSTS	\$ 469,800						\$ 31,446,743	\$ 32,803,343		Standalone Reservations
(13.) FOSTER PARENT RECRUITMENT & TRAINING							\$ 813,144	\$ 271,048		Standalone Reservations
(14.) ADOPTIVE PARENT RECRUITMENT & TRAINING							\$ 120,400	\$ 240,800		Standalone Reservations
(15.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING							\$ -	\$ -		Standalone Reservations
(16.) STAFF & EXTERNAL PARTNERS TRAINING							\$ -	\$ -		Standalone Reservations
(17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING							\$ -	\$ -		Standalone Reservations
(18.) TOTAL	\$ 4,699,464	\$ 5,984,864	\$ 384,020	\$ 1,314,000	\$ 1,709,270	\$ 601,060	\$ 68,727,729	\$ 111,395,975		
20.) Difference (Part I - Part II)	\$0.00	\$5,984,864	\$384,020	\$1,314,000	\$1,709,270	\$601,060				
(If there is an amount other than \$0.00 in Row 20, adjust amounts on either Part I or Part II. A red value in parentheses (\$) means Part II exceeds request)										
21.) TOTALS FROM PART I	\$4,699,464	\$5,984,864	\$384,020	\$1,314,000	\$1,709,270	\$601,060	\$68,727,729	\$111,395,975		
On this form In the APSR/CFS narrative										
21.) Population data required in columns 1 - 1, can be found:										

CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence and Education And Training Voucher
Reporting on Expenditure Period For Federal Fiscal Year 2018 Grants: October 1, 2017 through September 30, 2019

1. Name of State or Indian Tribal Organization: Alabama		2. Address: Department of Human Resources 50 N. Ripley Street, Montgomery, Alabama 36130				3. EIN: 63-60000619-A6	
5. Submission Type: (select one) <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISION						4. DUNS: 836723197	
Description of Funds	(A) Original Planned Spending for FY 18 Grants (from CFS-101, Pt I)	(B) Actual Expenditures for FY 18 Grants	(C) Number Individuals served	(D) Number Families served	(E) Population served	(F) Geographic area served	
6. Total title IV-B, subpart 1 (CWS) funds:	\$ 4,680,456	\$ 4,653,963	13,000	7,085	For children at imminent risk of removal from home	Statewide	
a) Administrative Costs (not to exceed 10% of CWS allotment)	\$ 468,045	\$ -					
7. Total title IV-B, subpart 2 (PSSF) funds: Tribes enter amounts for Estimated and Actuals, or complete 7a-f.	\$ -	\$ 5,743,650	3,470	51,476	Targeted communities with high # of families in need.	Twelve Family Service Center sites throughout state	
a) Family Preservation Services	\$ 1,480,885	\$ 1,675,989					
b) Family Support Services	\$ 1,480,886	\$ 1,446,205					
c) Family Reunification Services	\$ 1,480,886	\$ 1,038,453					
d) Adoption Promotion and Support Services	\$ 1,120,664	\$ 1,583,003					
e) Other Service Related Activities (e.g. planning)	\$ -	\$ -					
f) Administrative Costs	\$ -	\$ -					
(FOR STATES: not to exceed 10% of PSSF allotment)	\$ 40,000	\$ -					
g) Total title IV-B, subpart 2 funds: NO ENTRY: This line displays the sum of lines a-f.	\$ 5,603,321	\$ 5,743,650					
8. Total Monthly Caseworker Visit funds: (STATES ONLY)	\$ 352,955	\$ 361,940					
a) Administrative Costs (not to exceed 10% of MCV allotment)	\$ -	\$ -					
9. Total Chafee Program for Successful Transition to Adulthood Program (Chafee) funds: (optional)	\$ 1,441,038	\$ 1,483,155	1,850	-	1,850	Statewide	
a) Indicate the amount of allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$ 250,000	\$ -	-	-	-		
10. Total Education and Training Voucher (ETV) funds: (Optional)	\$ 467,620	\$ 491,924	165	-	1,850	Statewide	
11. Certification by State Agency or Indian Tribal Organization: The State agency or Indian Tribal Organization agrees that expenditures were made in accordance with the Child and Family Services Plan, which was jointly developed with, and approved by, the Children's Bureau.							
Signature of State/Tribal Agency Official 			Signature of Federal Children's Bureau Official 				
Title Nancy Schlich, Director, Finance Division, AI. DHR			Date June 25, 2020		Title Joseph Bock for Jerry Milner		
					Date 11/10/2020		



Disaster Cycle Services Mission Decision Matrix: Operating in COVID-19 Environment

V.6.003/17/20

Triggers are Public Health Actions Effective in a Specific Affected County*

*Definition on reverse

Triggers →	No Public Health Emergency	Declared Public Health Emergency*	Government-Directed Social Distancing Measures* and/or Public Health Officer-Confirmed Community Spread	Government-Ordered Area-Wide Shelter-in-Place, Quarantine or Isolation
Mission ↓				
Workforce Activation	<ul style="list-style-type: none"> Screening for all missions: COVID-19 Workforce Deployments/ Recruitment Restrictions, including additional hardship codes and a statement to alert workers of possible quarantine in the area in which they are responding. Self-monitoring of workforce in accordance with DCS Worker Matrix for Reducing Risk of Transmission When possible, house deployed workforce in non-congregate setting Open staff shelters as a "last resort"/Disaster Health Services disaster responder required on-site 			<ul style="list-style-type: none"> Red Cross workforce will not operate within S-I-P, isolation, or quarantine perimeter without approval from VP, Disaster Ops & Log
Disaster Action Team (DAT) Response	<ul style="list-style-type: none"> Provide DAT responses per COVID-19 DAT Response Tactics Job Tool (includes screening & Virtual DAT) Provide hotel/non-congregate lodging in lieu of congregate sheltering whenever available COVID-19 Remote DAT Responses Financial Assistance Procedures are permitted if the DDE, in consultation with the Regional Executive, determines the region has a diminished ability to respond in person due to the impact of COVID-19: REQUIRES VP, Disaster Operations & Logistics Approval 			<ul style="list-style-type: none"> Select DAT Response Tactics or COVID-19 Remote DAT Response Financial Assistance Procedures based on scope of pertinent order
Congregate Sheltering	<ul style="list-style-type: none"> Implement COVID-19 Sheltering in Affected Areas Upon request or need for sheltering, promptly engage with officials. Do not immediately open shelters without coordination with Public Health and Division to ensure necessary resources and technical expertise will be available. Public health officer entry screening and staffing for isolation areas preferred to open shelters –if not available, then Government-provided PPE required for Red Cross workers If required PPE is unavailable, then Red Cross workforce not authorized in congregate shelters 			<p>Red Cross may provide:</p> <ul style="list-style-type: none"> Supplies and food for others to distribute inside perimeter Technical and logistics support outside perimeter
Mobile Feeding & Emergency Supplies	<ul style="list-style-type: none"> Conduct to deliver only those life-sustaining resources for which there is a critical gap that cannot be met by other available partners Door drop / drive-through PODs only -- other tactics must be pre-approved by VP, Disaster Operations & Logistics Coordinate implementation w/ public health & local Emergency Manager All service delivery locations must be supported by health professional (Red Cross, public health, or Medical Reserve Corps) 			
Recovery Casework	<ul style="list-style-type: none"> Implement COVID-19 DAT Response Tactics Job Tool with COVID-19 DAT Response Screening Questions for DRO casework Immediate Assistance financial assistance for all L3+ Consult with public health before conducting casework in congregate settings outside of shelters (like MARCs) All in-person service delivery locations supported by health professional (Red Cross, public health, or Medical Reserve Corps) 			<ul style="list-style-type: none"> All financial assistance for L3+ provided through Immediate Assistance: phone enrollment
HFC Home Visits & Preparedness Education	<ul style="list-style-type: none"> Postpone until further notice all in-person home visits and events, and preparedness presentations in coordination with local leadership and partners 			

Disaster Cycle Services Mission Decision Matrix: Operating in COVID-19 Environment

V.S.103/17/20

Vice President Disaster Operations & Logistics Intent: The American Red Cross will make every effort to protect its humanitarian workforce to ensure we remain able to safely deliver essential services during domestic disasters occurring during the COVID-19 outbreak.

Mission Essential Functions: Effective March 17, 2020, American Red Cross Disaster Cycle Services will prioritize the Mission Essential Functions listed below in ranked order for resource adjudication:

1. Provision of life-sustaining emergency shelter/lodging (including Disaster Action Team operations)
2. Support to American Red Cross Biomedical Services to ensure availability of the Nation's blood supply
3. Providing life-sustaining mass care services (other than emergency shelter) only in the event of a critical gap than cannot be filled by other available partners

Situation: Communities are facing an outbreak of respiratory disease caused by a novel coronavirus, which has now been detected in multiple locations internationally and in the U.S. The virus causes a disease named "coronavirus disease 2019" (abbreviated "COVID-19"). The United States is experiencing variable spread of COVID-19 resulting in different local, state, tribal, territorial, and federal actions based on jurisdiction-specific conditions. Therefore, public health authorities are implementing different interventions at different times within their jurisdictions, starting with communities that are first affected and then progressing to others. Interventions include declarations of emergency, social distancing measures, travel limitations, imposing quarantine or isolation, and repatriation of U.S. nationals.

Coordination:

Heightened coordination between the Red Cross and public health and emergency management authorities is vitally important and will be increased when counties escalate community mitigation measures.

Applicability: This matrix is a Disaster Cycle Services Operations Order and supersedes Warning Order 001-20. The matrix describes how to conduct all standard Disaster Cycle Services operations during the COVID-19 outbreak. The matrix does not authorize operations solely in response to COVID-19. Red Cross national headquarters, divisions, regions, and disaster relief operation will:

- Conduct, and as necessary, adjust their mission activities (as described in each row of the matrix) when a competent public authority with jurisdiction over a county's public health measures initiates a "trigger" (described in the top row of the matrix) occurs; and
- Adjust, reduce, cancel, and/or postpone mission activities only as described in this matrix or as expressly authorization by the Vice President, Disaster Operations & Logistics; and
- Not perform any service delivery solely in response to COVID-19 unless expressly authorized by the Vice President, Disaster Operations & Logistics.

The COVID-19 outbreak is a rapidly evolving situation, so this matrix is subject to change.

How to Use this Decision Matrix: The matrix aligns and adjusts Red Cross disaster mission activities with the risk of exposure to COVID-19 as determined by public health authorities with jurisdiction over a county or county equivalent (defined below). As counties increase or decrease community mitigation measures to manage risk, we adjust how we deliver services to achieve the Vice President Disaster Operations & Logistics Intent (above). In some states, public health and/or emergency action by the state government may apply to multiple or all counties in that state. In those cases, adjust service delivery in all counties where the state's actions apply. RC View contains a geo-spatial product displaying the status of every county in the country available to all Red Cross divisions, regions, and disaster relief operations, which will use the COVID-19 Reporting Quick Start Guide. Division Disaster Executives are responsible for reporting and for making decisions to move a county from "green" to "yellow." The Vice President Disaster Operations & Logistics is responsible for decisions moving a county to "orange" or "red" from any status—Division Disaster Executives shall make recommendations to the Vice President Disaster Operations & Logistics in real-time when such decisions arise.

For the purpose of this matrix:

- **County** means county and county equivalents including parishes, boroughs, independent cities, the District of Columbia, the 78 municipalities of Puerto Rico, Guam, this districts and atolls of American Samoa, and the municipalities of the Northern Marianas Islands.
- **Public Health Emergency** means any declaration, proclamation, order or similar document issued by a state or county government official and intended to enable the exercise of emergency public health powers.
- **Government-Directed Social Distancing Measures** means those measures taken by public health officials to stop or slow down the spread of a highly contagious disease as described in the COVID-19 DAT Response Process.

Detailed Job Tools: This matrix provides hyperlinks to several job tools located on The Exchange. These job tools provide processes and details necessary to execute the mission.

Workforce Shortfalls: Divisions experiencing disaster workforce shortfalls due to COVID-19 contact Resource Mobilization & Support.

Sharing: This matrix may be shared with operational partners.

Feedback: Please send feedback to opsandreadiness@redcross.org.

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

**ORDER OF THE STATE HEALTH OFFICER
SUSPENDING CERTAIN PUBLIC GATHERINGS
DUE TO RISK OF INFECTION BY COVID-19**

(APPLICABLE STATEWIDE)

AMENDED MAY 21, 2020

WHEREAS Coronavirus Disease 2019 (COVID-19) has been detected in Alabama;

WHEREAS the appearance of COVID-19 in the State poses the potential of widespread exposure to an infectious agent that poses significant risk of substantial harm to a large number of people;

WHEREAS the State Board of Health has designated COVID-19 to be a disease of epidemic potential, a threat to the health and welfare of the public, or otherwise of public health importance;

WHEREAS on March 13, 2020, on recommendation of the State Health Officer, Kay Ivey, Governor of the State of Alabama, declared a state public health emergency exists in the State of Alabama;

WHEREAS on March 16, 2020, the Jefferson County Health Officer, in response to a rapidly growing number of cases of COVID-19 being detected in Jefferson County, issued an order suspending certain public gatherings in that county;

WHEREAS on March 17, 2020, the State Health Officer issued a similar order for counties surrounding Jefferson, including Blount, St. Clair, Shelby, Tuscaloosa, and Walker Counties,

WHEREAS on March 19, 2020, the State Health Officer issued an order, and on March 20, 2020, March 27, 2020, April 3, 2020, April 28, 2020, and May 8, 2020, amended orders, of statewide application suspending certain public gatherings;

WHEREAS social-distancing and related measures remain necessary on a statewide basis to prevent the spread of COVID-19; and

WHEREAS Ala. Code § 22-2-2 authorizes the State Health Officer, on behalf of the State Board of Health, to direct that conditions prejudicial to health in public places within the State be abated;

NOW THEREFORE, THESE PREMISES CONSIDERED, it is ordered that the following *Safer at Home* order be implemented statewide:

1. Recommendations for individuals. Effective April 30, 2020, at 5:00 P.M., all individuals—and especially vulnerable persons—are encouraged to exercise personal responsibility in slowing the spread of COVID-19 by:

- a. Minimizing travel outside the home, especially if sick;
- b. Wearing face coverings around people from other households when it is necessary to leave the home;
- c. Washing hands frequently with soap and water or hand sanitizer, especially after touching frequently used items or surfaces;
- d. Refraining from touching one's face;
- e. Sneezing or coughing into a tissue, or the inside of one's elbow; and
- f. Disinfecting frequently used items and surfaces as much as possible.

“Vulnerable persons” means individuals 65 years and older or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

2. Quarantine for infected persons. Effective immediately, any person who has tested positive for COVID-19—other than institutionalized persons—shall be quarantined to their place of residence for a period of 14 days, or other period of time as directed by the State Health Officer, or his designee, after receiving positive test results. Any person quarantined pursuant to this provision shall not leave their place of residence for any reason other than to seek necessary medical treatment. Any person requiring assistance while under quarantine may contact Alabama Voluntary Organizations Active in Disaster, <http://alvoad.communityos.org/cms>. While under quarantine, the person shall take precautions as directed by his or her health care provider or the Alabama Department of Public Health to prevent the spread of the disease to others.

3. Non-work related gatherings. Effective May 11, 2020, all non-work related gatherings of any size, including drive-in gatherings, that cannot maintain a consistent six-foot distance between persons from different households are prohibited.

Organizers of religious gatherings are strongly encouraged to read and implement the Alabama Department of Public Health's “Guidelines for Places of Worship,” available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-worship.pdf>.

4. Protections for employees. Effective May 11, 2020, and unless otherwise permitted or required by this order, all employers shall take reasonable steps, where practicable as work duties permit, to protect their employees by:

- a. maintaining six feet of separation between employees;

- b. regularly disinfecting frequently used items and surfaces;
- c. encouraging handwashing;
- d. preventing employees who are sick from coming into contact with other persons;
- e. facilitating remote working arrangements; and
- f. minimizing employee travel.

In addition to complying with the requirements of this paragraph, employers are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Safeguarding All Businesses," available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-businesses.pdf>.

5. Protections for customers, etc. Effective May 11, 2020, and unless otherwise permitted or required by this order, the operator of any business, government office, or other establishment open to the public shall take reasonable steps, where practicable, to protect their customers, constituents, or other guests by:

- a. maintaining six feet of separation between such persons (except for those persons who share the same household); and
- b. regularly disinfecting frequently used items and surfaces.

6. Retailers. Effective May 11, 2020, all retail stores shall comply with the following rules:

- a. **Emergency maximum occupancy rate.** Occupancy shall be limited to no more than 50 percent of the normal occupancy load as determined by the fire marshal. This "emergency maximum occupancy rate" shall be posted in a conspicuous place, and enough staff shall be posted at the store entrances and exits to enforce this requirement.
- b. **Social distancing.** An employee of the retail store may not knowingly allow customers or patrons to congregate within six feet of a person from another household.
- c. **Sanitation.** The retail store shall take reasonable steps to comply with guidelines on sanitation from the Centers for Disease Control and Prevention (CDC) and the Alabama Department of Public Health.

7. Close-contact service providers. Effective May 11, 2020, close-contact service providers—such as barber shops, hair salons, waxing salons, threading salons, nail salons and spas, body art facilities, tattoo services, and massage therapy establishments and services—shall comply with the following rules:

- a. **Social distancing.** Employees shall not knowingly allow clients or persons accompanying a client to congregate within six feet of a person from another household.

b. **Facial coverings.** Each employee shall wear a mask, or other facial covering that covers his or her nostrils and mouth, at all times while providing services within 6 feet of a client.

c. **Hand sanitation.**

(i) Employees shall wash their hands thoroughly with soap and water immediately before providing services within 6 feet of a client.

(ii) Employees of all close-contact service providers are encouraged—and employees providing nail services or facial services are required—to wear gloves when providing services within 6 feet of a client. To the extent employees wear gloves when providing services, they should use a new pair of gloves for each client and should put them on immediately after washing their hands.

d. **Sanitation.** A close-contact service provider shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

In addition to complying with the requirements of this paragraph, close-contact service providers are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Close Contact Personal Service Businesses," available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-close-contact.pdf>.

8. Athletic facilities. Effective May 11, 2020, athletic facilities—such as fitness centers and commercial gyms, spas, and yoga, barre, and spin facilities—shall comply with the following rules:

a. **Social distancing.**

(i) Employees shall not knowingly allow patrons or guests to congregate within six feet of a person from another household.

(ii) Employees shall not knowingly allow patrons or guests to participate in athletic activities in violation of paragraph 10.

(iii) Employees shall take reasonable steps to prevent people from congregating in lobby areas, break rooms, and other common areas.

b. **Limits on facility access.** An athletic facility shall limit facility occupancy to 50 percent of the normal occupancy load as determined by the fire marshal. Athletic facilities shall also prohibit patrons and guests from accessing showers, hot tubs, steam rooms, lockers, saunas and other recreational water or spa facilities. Pools may be open subject to the social-distancing rules of this paragraph.

c. **Facial coverings.** Each employee shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times while in regular interaction with clients or guests.

- d. **Sanitation.** An athletic facility shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

In addition to complying with the requirements of this paragraph, operators of athletic facilities are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Athletic Facilities," available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-athletic-facilities.pdf>.

9. **Entertainment venues.** Effective May 22, 2020, at 5:00 P.M., entertainment venues shall comply with the following rules:

- a. **Social distancing.**

- (i) Employees shall not knowingly allow patrons or guests to congregate within six feet of a person from another household.
 - (ii) Employees shall take reasonable steps to prevent people from congregating in lobby areas, break rooms, and other common areas.

- b. **Emergency maximum occupancy rate.** Indoor and enclosed entertainment venues shall limit occupancy to 50 percent of the normal occupancy load as determined by the fire marshal. Outdoor venues or those not assigned a normal occupancy load by the fire marshal shall limit occupancy as required to comply with the social distancing requirements of this paragraph.

- c. **Facial coverings.** Each employee shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times while in regular interaction with clients or guests.

- d. **Sanitation.** An entertainment venue shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

For purposes of this paragraph, "entertainment venue" includes bowling alleys, arcades, concert venues, theaters, auditoriums, performing centers, tourist attractions (including museums and planetariums), race tracks, commercial or public playgrounds, adult entertainment venues, casinos, and bingo halls. "Entertainment venue" does not include playgrounds operated by educational institutions and child day care facilities; playgrounds operated by education institutions and child day care facilities are covered by, and subject to, paragraph 13. "Entertainment venue" also does not include "night clubs," which are covered by, and subject to, paragraph 18.

In addition to complying with the requirements of this paragraph, entertainment venues are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Entertainment Venues and Tourist Attractions," available at <https://www.alabamapublichealth.gov/covid19/assets/cov-sah-entertainment-tourist.pdf>.

10. Athletic activities. Effective May 22, 2020, at 5:00 P.M., persons attending or participating in athletic activities shall comply with the following rules.

- a. **Permitted team activities.** From May 22, 2020, at 5:00 P.M., until June 14, 2020, participation in team athletic activities is limited to practices that involve conditioning, skill drills, and similar activities, subject to the rules of this paragraph. Beginning June 15, 2020, participation in team athletic activities may proceed in any respect subject to the rules of this paragraph.
- b. **Social distancing.**
 - (i) Players, coaches, officials, and spectators shall not congregate within 6 feet of a person from another household except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.
 - (ii) Players, coaches, officials, and spectators shall refrain from high fives, handshakes, and other physical contact except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.
- c. **Facial coverings.** Players, coaches, and officials shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times except when a player or official is directly participating in the athletic activity.
- d. **Sanitation.** Players, coaches, and officials shall not share water coolers, drinking stations, water bottles, cups, or other drinking devices. Organizers of athletic activities shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

For purposes of this paragraph, “athletic activities” means “sports that involve interaction with another person of closer than six feet” and “activities that require use of shared sporting apparatus and equipment.”

In addition to complying with the requirements of this paragraph, persons attending or participating in athletic activities are strongly encouraged to comply with any guidelines adopted by the relevant governing organization, if one exists for the athletic activity in question, to the extent those guidelines are consistent with the requirements of this paragraph.

In addition, organizers of athletic activities are strongly encouraged to read and implement the Alabama Department of Public Health’s “Guidelines for Adult and Youth Athletic Activities,” available at <https://www.alabamapublichealth.gov/covid19/assets/cov-sah-athletic-activities.pdf>.

11. Beaches. Effective May 11, 2020, anyone using the beaches shall maintain a consistent six-foot distance between himself or herself and all persons from a different

household. For purposes of this section, the term “beach” means the sandy shoreline area abutting the Gulf of Mexico, whether privately or publicly owned, including beach access points.

12. Senior Citizen Centers. Effective March 20, 2020, all regular programs at Senior Citizen Centers shall be ended except that Senior Citizen Centers and their partners are urged to assure that their clients continue to receive needed meals via curbside pick-up or delivery.

13. Educational institutions. Effective June 1, 2020, all schools, public and private—including elementary, secondary, postsecondary, technical, and specialty schools, and colleges and universities—shall comply with the following rules:

- a. **Social distancing.** Schools shall take reasonable steps, where practicable, to maintain six feet of separation between persons of different households.
- b. **Sanitation.** Schools shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.
- c. **Facial coverings.** Employees shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person from a different household.

In addition to complying with the requirements of this paragraph, educational institutions are strongly encouraged to adopt and implement additional measures to supplement these minimum rules. Guidance applicable to public K-12 schools is available at <https://www.alabamapublichealth.gov/covid19/assets/adoc-school-sponsored-activities.pdf>.

14. Child day care facilities. Effective May 23, 2020, at 5:00 P.M., facilities providing child day care, including any child day care facility described in Ala. Code § 38-7-2, shall comply with the following rules:

- a. **Social distancing.** Employees shall not knowingly allow parents or other guests to congregate within six feet of a person from another household. Facilities shall also take reasonable steps to prevent parents or other guests from congregating in lobby areas, cafeterias, and other common areas.
- b. **Sanitation.** Child day care facilities shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.
- c. **Facial coverings.** Each employee shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times while in regular interaction with students or guests.

In addition to complying with the requirements of this paragraph, child day care facilities are strongly encouraged to read and implement the Alabama Department of Public Health’s “Guidelines for Child Day Care Facilities,” available at <https://www.alabamapublichealth.gov/covid19/assets/cov-sah-childcare-facilities.pdf>.

15. Camps. Effective May 23, 2020, day and overnight youth summer camps shall comply with the following rules:

a. Social distancing.

- (i) Employees shall not knowingly allow campers or guests to congregate within six feet of a person from another household.
- (ii) Employees shall not knowingly allow campers or guests to participate in athletic activities in violation of paragraph 10.

b. Sanitation. Camps shall take reasonable steps where practicable, to regularly disinfect frequently used items and surfaces.

c. Facial coverings. Employees shall, to the greatest extent practicable, wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction with campers and guests.

In addition to complying with the requirements of this paragraph, day and overnight youth summer camps are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Day and Overnight Youth Summer Camps," available at <https://www.alabamapublichealth.gov/covid19/assets/cov-sah-youth-camps.pdf>.

16. Hospitals and similar institutions. Effective March 20, 2020, all Hospitals and Nursing Home/Long Term Care Facilities (including Assisted Living and Specialty Care Assisted Living Facilities) shall prohibit visitation of all visitors, as defined by the facility, and non-essential health care personnel, except for certain compassionate care situations such as maternity, end-of-life, and support for persons with disabilities.

17. Medical procedures. Effective April 30, 2020, at 5:00 P.M., dental, medical, or surgical procedures may proceed unless the State Health Officer or his designee determines that performing such procedures, or any category of them (whether statewide or regionally), would unacceptably reduce access to personal protective equipment or other resources necessary to diagnose and treat COVID-19. Providers performing these procedures shall follow all applicable COVID-19-related rules adopted by a state regulatory board or by the Alabama Department of Public Health. In the absence of such rules, providers should take reasonable steps to comply with applicable COVID-19-related guidelines from the Centers for Medicare and Medicaid Services (CMS) and the CDC, including "Re-opening Facilities to Provide Non-emergent Non-COVID-19 Healthcare: Phase I" from CMS, available at <https://www.cms.gov/files/document/covid-flexibility-reopen-essential-non-covid-services.pdf>, and "Infection Control Guidance for Healthcare Professionals about Coronavirus (COVID-19)" from the CDC, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>.

18. Restaurants and similar establishments. Effective May 11, 2020, all restaurants, bars, breweries, or similar establishments shall operate as follows:

- a. Such establishments may continue to offer food for take-out or delivery provided the social distancing protocols, including maintaining a consistent six-foot distance between persons, are followed.
- b. Such establishments are strongly encouraged to offer online ordering and curbside pick-up of food.
- c. Hospital food service areas are excluded from this order provided they have their own social distancing plan.
- d. Insofar as such establishments offer on-premises consumption of food or drink, they shall limit the party size at tables to no more than eight persons and maintain at least six feet of separation between people seated at different tables, booths, chairs, or stools. Games played at restaurants, bars, breweries, or similar establishments, such as pool and darts, may be played if players maintain 6 feet of distance from other players, game equipment is not shared by players during game play, and equipment is sanitized in between uses.
- e. Each employee shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times while in regular interaction with patrons or guests.
- f. Such establishments shall disallow self-service by guests at drink stations, buffets, or salad bars.

In addition to complying with the requirements of this paragraph, establishments subject to this paragraph are strongly encouraged to read and implement the Alabama Department of Public Health's "Guidelines for Restaurants and Bars," available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-restaurants-bars.pdf>.

19. Duration. This Order shall remain in full force and effect until 5:00 P.M. on July 3, 2020. Prior to 5:00 P.M. on July 3, 2020, a determination shall be made whether to extend this Order—or, if circumstances permit, to change this Order.

20. Preemption. To the extent this Order conflicts with any order previously issued by the State Health Officer concerning COVID-19 mitigation measures, this Order supersedes and preempts the conflicting provisions of the previously issued order effective on the dates specified above. This Order also supersedes and preempts all orders previously issued by the Jefferson and Mobile County Health Officers concerning COVID-19 mitigation measures, and this Order shall remain in full force and effect until rescinded or modified by order of the State Health Officer or its expiration. After the date this order is issued, the Jefferson and Mobile County Health Officers are authorized, after approval by the State Health Officer, to implement more stringent measures as local circumstances require.

This Order also supersedes and preempts any county and municipal orders or ordinances, whenever adopted, that purport to impose less stringent COVID-19-related curfew or quarantine measures.

Done on this 21st day of May, 2020.

A handwritten signature in black ink, appearing to read "Scott Harris", written over a horizontal line.

Scott Harris, M.D., M.P.H.
State Health Officer

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

SENIOR SOCIAL WORKER II – 50258

Salary: \$41,277.60 - \$62,529.60
Announcement Date: March 6, 2019
Revised Date: October 2, 2019

JOB INFORMATION

The Senior Social Worker II is a permanent, full-time position used by various agencies throughout the state. This is responsible, professional social work to include, but not limited to, developing social service plans for complex select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups on the department's community resources program; and preparing court reports and testifying in court.

MINIMUM REQUIREMENTS

- Current, permanent status as a Senior Social Worker I (50221).
- Master's degree in Social Work from a social work program accredited by the Council on Social Work Education.
- Two years of experience as a Senior Social Worker I.
- Active Licensed Master of Social Work (LMSW) licensure as issued by the Alabama Board of Social Work Examiners. Please include licensure information on the application.

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid driver license at the time of appointment.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

EXAMINATION

- Promotional to current state employees in the job classification listed above.
- An Evaluation of Training and Experience as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

SENIOR SOCIAL WORKER I – 50221

Salary: \$39,280.80 - \$59,556.00
Announcement Date: December 12, 2012
Revised Date: October 2, 2019

JOB INFORMATION

The Senior Social Worker I is a permanent, full-time position used by various agencies throughout the state. This is advanced professional service social work. Employees in this class develop a social service plan for a difficult and complex select caseload in child protective services, adult protective services, child and adult foster care and/or adoptions; investigate complex abuse and neglect cases; provide immediate crisis intervention; assess need and delivery of services; arrange for clinical services; and/or plan for nursing home care.

MINIMUM REQUIREMENTS

- Master's degree in Social Work from a social work program accredited by the Council on Social Work Education
- Eligibility for Licensure as issued by the Alabama Board of Social Work Examiners

ADDITIONAL REQUIREMENTS

- Licensure must be obtained within the probationary period in order to obtain permanent employment.
- Applicants must complete and submit with their applications the willingness questionnaire on the reverse side of this announcement. Applications without the willingness questionnaire will not be accepted.
- Applicants must have available, suitable transportation.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

NOTE

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Master's degree to the hiring agency prior to beginning work.

EXAMINATION

- Open-Competitive to all applicants.
- An Evaluation of Training and Experience as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the State Personnel Department web site or call us at (334) 242-3389 for complete information on our policy for accepting post-secondary and advance degrees.

Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

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State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

WILLINGNESS QUESTIONNAIRE FOR SENIOR SOCIAL WORKER I (50221)

Are you willing and able to:

1. Work in situations where children or adults are deprived of basic living needs (ie food, shelter, education, medical services, clothing etc.)? Yes ☐ No ☐
2. Remove children from current living situations for placement in foster care against the wishes of the parents or legal guardians? Yes ☐ No ☐
3. View graphic physical abuse of children or adults? Yes ☐ No ☐
4. Work in high crime areas, sometimes alone? Yes ☐ No ☐
5. Use your personal vehicle to transport clients, children, supplies, or conduct visits? Yes ☐ No ☐
6. Work with persons who are substance abusers? (alcohol and drugs) Yes ☐ No ☐
7. Work in low income housing projects sometimes alone? Yes ☐ No ☐
8. Occasionally work nights and weekends? Yes ☐ No ☐
9. Take verbal abuse without retaliating physically or verbally? Yes ☐ No ☐
10. Visually observe children, clients, or adults for physical signs of deprivation (ie clothing, hygiene, extreme weight loss, etc)? Yes ☐ No ☐
11. Handle large case loads? Yes ☐ No ☐
12. Maintain strict confidentiality of all information to which you have access? Yes ☐ No ☐
13. Serve as a witness in court proceedings? Yes ☐ No ☐
14. Maintain very detailed case notes? Yes ☐ No ☐
15. Work in highly emotional situations and maintain composure? Yes ☐ No ☐
16. Handle a large volume of paperwork? Yes ☐ No ☐
17. Handle the pressure of meeting deadlines? Yes ☐ No ☐

Signature: _____ **Social Security Number:** _____

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continous Announcement

SOCIAL SERVICE CASEWORKER I - 50246

Salary: \$33,921.60 - \$51,400.80
Announcement Date: April 15, 2009
Revised Date: October 2, 2019

JOB INFORMATION

The Social Service Caseworker I is a permanent, full-time position used by various agencies throughout the state. This is service social work developing social service plans for select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups; and preparing court reports and testifying in court.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* college or university in a social science.
OR
- Bachelor's degree from an accredited* college or university with a degree in any major and at least 30 semester or 45 quarter hours in social or behavioral science courses. Please submit a college transcript or a list of social or behavioral science courses and hours completed with application.

ADDITIONAL REQUIREMENTS

- If you would like for your education to be considered, you must submit an official college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.
- On the reverse side of this announcement is a willingness questionnaire. These questions are tasks in which a Social Service Caseworker I may be asked to perform. Carefully read each question, then check yes or no as to your willingness to perform the task. If you answer no to any questions, you may wish to reconsider applying for Social Service Caseworker I. Attach the completed questionnaire to your application and return it to the State Personnel Department. Applications without the willingness questionnaire attached will not be accepted.
- Applicants must have available, suitable transportation for use on the job.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

NOTE

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

EXAMINATION

- Open-Competitive to all applicants.
- An Evaluation of Training and Experience as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the State Personnel Department web site or call us at (334) 242-3389 for complete information on our policy for accepting post-secondary and advance degrees.

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If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

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WILLINGNESS QUESTIONNAIRE FOR SOCIAL SERVICE CASEWORKER I (50246)

Are you willing and able to:

1. Work in situations where children or adults are deprived of basic living needs (i.e., food, shelter, education, medical services, clothing etc.)? Yes ☐ No ☐
2. Remove children from current living situations for placement in foster care against the wishes of the parents or legal guardians? Yes ☐ No ☐
3. View graphic physical abuse of children or adults? Yes ☐ No ☐
4. Work in high crime areas, sometimes alone? Yes ☐ No ☐
5. Use your personal vehicle to transport clients, children, supplies, or conduct visits? Yes ☐ No ☐
6. Work with persons who are substance abusers? (alcohol and drugs) Yes ☐ No ☐
7. Work in low income housing projects sometimes alone? Yes ☐ No ☐
8. Occasionally work nights and weekends? Yes ☐ No ☐
9. Take verbal abuse without retaliating physically or verbally? Yes ☐ No ☐
10. Visually observe children, clients, or adults for physical signs of deprivation (ie clothing, hygiene, extreme weight loss, etc)? Yes ☐ No ☐
11. Handle large case loads? Yes ☐ No ☐
12. Maintain strict confidentiality of all information to which you have access? Yes ☐ No ☐
13. Serve as a witness in court proceedings? Yes ☐ No ☐
14. Maintain very detailed case notes? Yes ☐ No ☐
15. Work in highly emotional situations and maintain composure? Yes ☐ No ☐
16. Handle a large volume of paperwork? Yes ☐ No ☐
17. Handle the pressure of meeting deadlines? Yes ☐ No ☐

Signature: _____ **Social Security Number:** _____

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Continuous Announcement

SOCIAL WORKER I – 50248

Salary: \$35,618.40 - \$53,976.00
Announcement Date: February 16, 2000
Revised Date: October 2, 2019

JOB INFORMATION

The Social Worker I is a permanent, full-time position used by various agencies throughout the state. This is entry level to advanced level service social work. Employees in this class develop a social service plan for a select caseload in child protective services, adult protective services, child and adult foster care and/or adoptions; investigate abuse and neglect cases; provide immediate crisis intervention; assess need and delivery of services; arrange for clinical services; and/or plan for nursing home care.

MINIMUM REQUIREMENTS

- Bachelor's degree in Social Work from a social work program accredited by the Council on Social Work Education
- Eligibility for Licensure as issued by the Alabama Board of Social Work Examiners

ADDITIONAL REQUIREMENTS

- Licensure must be obtained within the probationary period in order to obtain permanent employment.
- Applicants must complete and submit with their applications the willingness questionnaire on the reverse side of this announcement. Applications without the willingness questionnaire will not be accepted.
- Applicants must have available, suitable transportation for use on the job.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

NOTE

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the bachelor's degree to the hiring agency prior to beginning work.

EXAMINATION

- Open-Competitive to all applicants.
- An Evaluation of Training and Experience as shown on the application will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

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Revised

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If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

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- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

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Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

WILLINGNESS QUESTIONNAIRE FOR SOCIAL WORKER I (50248)

Are you willing and able to:

1. Work in situations where children or adults are deprived of basic living needs (ie food, shelter, education, medical services, clothing etc.)? Yes ☐ No ☐
2. Remove children from current living situations for placement in foster care against the wishes of the parents or legal guardians? Yes ☐ No ☐
3. View graphic physical abuse of children or adults? Yes ☐ No ☐
4. Work in high crime areas, sometimes alone? Yes ☐ No ☐
5. Use your personal vehicle to transport clients, children, supplies, or conduct visits? Yes ☐ No ☐
6. Work with persons who are substance abusers? (alcohol and drugs) Yes ☐ No ☐
7. Work in low income housing projects sometimes alone? Yes ☐ No ☐
8. Occasionally work nights and weekends? Yes ☐ No ☐
9. Take verbal abuse without retaliating physically or verbally? Yes ☐ No ☐
10. Visually observe children, clients, or adults for physical signs of deprivation (ie clothing, hygiene, extreme weight loss, etc)? Yes ☐ No ☐
11. Handle large case loads? Yes ☐ No ☐
12. Maintain strict confidentiality of all information to which you have access? Yes ☐ No ☐
13. Serve as a witness in court proceedings? Yes ☐ No ☐
14. Maintain very detailed case notes? Yes ☐ No ☐
15. Work in highly emotional situations and maintain composure? Yes ☐ No ☐
16. Handle a large volume of paperwork? Yes ☐ No ☐
17. Handle the pressure of meeting deadlines? Yes ☐ No ☐

Signature: _____ **Social Security Number:** _____

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Continuous Announcement

SENIOR SOCIAL WORK SUPERVISOR II – 50275

Salary: \$50,174.40 - \$76,365.60
Announcement Date: May 1, 2019
Revised Date: October 2, 2019

JOB INFORMATION

The Senior Social Work Supervisor II is a permanent, full-time position with the Department of Human Resources. Positions are located throughout the state. This is highly advanced supervisory service social work. Employees in this class plan, organize, and supervise difficult child protective services, adult protective services, Medicaid waiver, child and adult foster care, and/or adoption operations within a county Human Resources office.

MINIMUM REQUIREMENTS

- Current, permanent status as a Senior Social Work Supervisor I (50224).
- Master's degree in Social Work from a social work program accredited by the Council on Social Work Education.
- Two years of experience as a Senior Social Work Supervisor I.
- Active Licensed Master of Social Work (LMSW) licensure as issued by the Alabama Board of Social Work Examiners. Please include licensure information on the application.

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid driver license at the time of appointment.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

EXAMINATION

- Promotional to current state employees in the job classification listed above.
- An Evaluation of Training and Experience as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

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Continuous Announcement

SENIOR SOCIAL WORK SUPERVISOR I - 50224

Salary: \$47,805.60 - \$72,595.20
Announcement Date: May 19, 2004
Revised Date: October 2, 2019

JOB INFORMATION

The Senior Social Work Supervisor I is a permanent, full-time position with the Department of Human Resources. Positions are located throughout the state. This is advanced supervisory service social work. Employees in this class plan, organize, and supervise difficult child protective services, adult protective services, Medicaid waiver, child and adult foster care, and/or adoption operations within a county Human Resources office.

MINIMUM REQUIREMENTS

- Master's degree in Social Work from a social work program accredited by the Council on Social Work Education
- For the promotional register, current, permanent status with the Department of Human Resources as a Social Service Caseworker I, Social Service Caseworker II, Social Worker I, Social Worker II, Senior Social Worker I, Senior Social Worker II, Service Supervisor I, Service Supervisor II, or Human Resources Program Specialist
- Two years of professional social work experience in child welfare and/or adult services in a public welfare agency

ADDITIONAL REQUIREMENTS

- Applicants must possess licensure as issued by the Alabama Board of Social Work Examiners at or above the LMSW level in order to be considered for this position. Please include this information on the application.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.
- Applicants must have available, suitable transportation for use on the job.

EXAMINATION

- Open-Competitive to all applicants and Promotional to current state employees in the job classification listed above.
- An Evaluation of Training and Experience as shown on the application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years. Scores from the Evaluation of Training and Experience will comprise 100% of the final score for the open-competitive register.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.

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Revised

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If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

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State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

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- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

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Continuous Announcement

SERVICE SUPERVISOR II – 50259

Salary: \$47,805.60 - \$72,595.20
Announcement Date: May 1, 2019
Revised Date: October 2, 2019

JOB INFORMATION

The Service Supervisor II is a permanent, full-time position with the Department of Human Resources. Positions are located throughout the state. This is highly advanced supervisory service social work. Employees in this class plan, organize, and supervise child protective services, adult protective services, Medicaid waiver, child and adult foster care, and/or adoption operations within a county Human Resources office.

MINIMUM REQUIREMENTS

- Current, permanent status as a Service Supervisor I (50223).
- Bachelor's degree from an accredited* college or university in a social science, or in any major with at least 30 semester or 45 quarter hours in social or behavioral science courses.
- Two years of experience as a Service Supervisor I.

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid driver license at the time of appointment.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

EXAMINATION

- Promotional to current state employees in the job classification listed above.
- An Evaluation of Training and Experience as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

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College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). *This must be documented by a letter of acceptance from the regionally accredited school.* State Personnel will review such requests on a case-by-case basis.

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Continuous Announcement

SOCIAL WORKER II – 50257

Salary: \$37,389.60 - \$56,726.40
Announcement Date: December 12, 2018
Revised Date: October 2, 2019

JOB INFORMATION

The Social Worker II is a permanent, full-time position used by various agencies throughout the state. This is responsible social service work to include, but not limited to, developing social service plans for select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups on the department's community resources program; and preparing court reports and testifying in court.

MINIMUM REQUIREMENTS

- Current, permanent status as a Social Worker I (50248).
- Bachelor's degree in Social Work from a social work program accredited by the Council on Social Work Education.
- Two years of experience as a Social Worker I.
- Active Licensed Baccalaureate of Social Work (LBSW) licensure as issued by the Alabama Board of Social Work Examiners. Please include licensure information on the application.

ADDITIONAL REQUIREMENTS

- Applicants must possess a valid driver license at the time of appointment.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

EXAMINATION

- Promotional to current state employees in the job classification listed above.
- An Evaluation of Training and Experience as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

REVISED

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will be ineligible for appointment to or employment in a position in State service for a period of five years and, if the person is an officer or employee of the State, will forfeit his or her office or position.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job classification, as well as bachelor's, graduate, post graduate, and doctoral degrees will be accepted from schools accredited by the Distance Education Accrediting Commission (DEAC) or any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a ***regionally accredited school**** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the six regional accreditation associations listed above.

State of Alabama
Personnel Department
64 North Union Street
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Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Continuous Announcement

SOCIAL SERVICE CASEWORKER II – 50250

Salary: \$35,618.40 - \$53,976.00
Announcement Date: December 12, 2018
Revised Date: October 2, 2019

JOB INFORMATION

The Social Service Caseworker II is a permanent, full-time position used by various agencies throughout the state. This is responsible social service work to include, but not limited to, developing social service plans for select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups on the department's community resources program; and preparing court reports and testifying in court.

MINIMUM REQUIREMENTS

- Current, permanent status as a Social Service Caseworker I (50246).
- Bachelor's degree from an accredited* college or university in a social science, or in any major with at least 30 semester or 45 quarter hours in social or behavioral science courses. Please submit a college transcript or a list of social or behavioral science courses and hours completed with application.
- Two years of experience as a Social Service Caseworker I.

ADDITIONAL REQUIREMENTS

- If you would like for your education to be considered, you must submit an official college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.
- Applicants must possess a valid driver license at the time of appointment.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.

EXAMINATION

- Promotional to current state employees in the job classification listed above.
- An Evaluation of Training and Experience as shown on application will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Veteran's credits are NOT allowed on promotional examinations.

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If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

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- New England Commission of Higher Education (NECHE)
- Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)

College coursework is defined as credit hours leading to a bachelor's degree or higher.

2. Coursework or degrees from schools that have not been accredited by one of the above accreditation associations may be accepted if a ***regionally accredited school**** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

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Continuous Announcement

SERVICE SUPERVISOR I - 50223

Salary: \$45,532.80 - \$69,014.40
Announcement Date: March 3, 2010
Revised Date: October 2, 2019

JOB INFORMATION

The Service Supervisor I is a permanent, full-time position with the Department of Human Resources. Positions are located throughout the state. This is supervisory service social work. Employees in this class plan, organize, and supervise child protective services, adult protective services, Medicaid waiver, child and adult foster care, and/or adoption operations within a county Human Resources office.

MINIMUM REQUIREMENTS

- For the promotional register, current, permanent status as a Social Worker I, Social Worker II, Social Service Caseworker I, or Social Service Caseworker II with the Department of Human Resources.
- Bachelor's degree from an accredited* four-year college or university in any major AND three (3) years of professional social work experience in child protective services, adult protective services, child/adult foster care, and/or adoption operations.

OR

- Bachelor's degree from an accredited* four-year college or university AND 30 semester or 45 quarter hours in social or behavioral science courses AND two (2) years of professional social work experience in child protective services, adult protective services, child/adult foster care, and/or adoption operations. Please submit a transcript or list of all social or behavioral science courses completed.

NOTE

- A Master's degree in Social Work from a social work program accredited* by the Council on Social Work Education will substitute for one year of the required professional experience in child protective services, adult protective services, child/adult foster care, and/or adoption operations.

ADDITIONAL REQUIREMENTS

- If you would like for your education to be considered, you must submit an official college transcript for each accredited* postsecondary academic institution attended. Original transcripts issued to students will be accepted. Photocopies of transcripts and faxed transcripts will be accepted. Information obtained from the internet will NOT be accepted. You may request to have your school, or a third-party transcript service send your transcript directly to the State Personnel Department at transcripts@personnel.alabama.gov. This email address is only for educational correspondence. Any emails sent to this address by an applicant will be discarded. Official transcripts which have been submitted for any state job after January 2, 2012, will remain on file in our system and will not need to be resubmitted. You may call to verify.
- Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.
- Applicants must have available, suitable transportation for use on the job.

EXAMINATION

- Open-Competitive to all applicants and Promotional to current state employees with the Department of Human Resources in the job classifications listed above.
- An Evaluation of Training and Experience as shown on the application will comprise 90% of the applicant's final score for the promotional register, with the remaining 10% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

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