Eric J. Holcomb, Governor
Teny J. Stigdon, MSN, RN, Director
Indiana Department of Child Services
Room E306 - MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

3 I 7-234-IUDS
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757

**Child Abuse and Neglect Hotline:
800-800-5556**

PURPOSE:

To assist the Indiana Department of Child Services (DCS) in the recruitment of staff for Family Case Manager positions.

SCOPE:

Any vacant Family Case Manager positions within the agency as of November 29, 2021.

INCENTIVE AND RESPONSIBILITIES:

$1500 sign-on bonus will be awarded to any staff working full-time who begins employment as a Family Case Manager between November 29, 2021 through June 30, 2022. Sign-on bonuses will be submitted for payment by Human Resources after the end of the employee's first pay period.

Human Resources representatives in each region are responsible for tracking all full-time employees who begin employment between November 29, 2021 and June 30, 2022. A list of employees eligible for the sign-on bonus must be submitted to the DCS Payroll Inquiries mailbox at dcspayrollinquiries@dcs.in.gov at the appropriate times (defined above). DCS payroll will submit the payment request to the Auditor of State on form G8.

In accordance with the Fair Labor Standards Act (FLSA) section 7(e), the sign-on bonuses are considered non-discretionary bonuses. Payroll is responsible for tracking, calculating, and providing the appropriate adjustment(s) to a recipient's regular rate to comply with the provisions of the FLSA.

DURATION:

The effectiveness of the program will be evaluated at the end of the fiscal year (June 30, 2022) to determine if it will be renewed.

Approved by:

Matthew A. Brown, State Personnel Director

10/20/21
Date

Zachary Q. Jackson, State Budget Director

10/21/2021
Date

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Governor's Office Designee

10/26/2021

Date

Indiana children will live in safe, healthy, and supportive families and communities.

ARCHIVED 6.30.2022 (expiration of program)