




STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
Human Resources Division

MEMORANDUM

TO: Department of Social Services Employees

FROM: Director, Penny Davis 
Division of Human Resources

DATE: February 16, 2021

SUBJECT: Employee Responsibilities

As Department of Social Services employees, we share an enormous responsibility. We serve a clientele who turn to us in times of need, we manage billions of tax dollars, we work with confidential information that is extremely sensitive and we have financial relationships with thousands of private entities including medical providers, not-for-profit organizations and private businesses.

Given these responsibilities, it is of the utmost importance for us to act with other key responsibilities, namely, to never act in any way in which we, our family or friends inappropriately benefit from our position at DSS.

Accordingly, it is important to reinforce to you that certain behaviors are not acceptable. The Department will take disciplinary action up to and including dismissal and, when appropriate, referral for other action including prosecution.

Specifically,

- **Never work on cases involving you, your family or your friends.** No employee of this Department shall use their position in this agency to improperly enable themselves, family members or friends to qualify for and/or benefit from DSS programs or programs operated by other state agencies.
- **Never access information that is available to you as a result of your DSS employment for any purpose that is not directly related to your work (such as personal gain or to benefit clients from another outside source of employment and/or to benefit others such as family and friends).** Accessing information includes but is not limited to data, information systems, computer printouts, computer terminals, client records, microfiches, microfilms or information from any other source – where DSS' or other agencies' information including but not limited to DMV, DOL and DOC.

- **Be extremely cognizant of the accuracy of information you provide when you are applying for or will receive remuneration as a result of a program that is funded in whole or in part by this Department.** Employees who are providers in DSS programs (for example Care4Kids, Medical waiver programs) should be cautious and extremely accurate in application information (particularly considering actual hours of work at DSS) and adhering to program requirements.

All of these requirements have previously been communicated to you over the years. We have an excellent Department with dedicated, competent staff, and I believe that these measures simply reiterate what is the norm for responsible and professional conduct. It is important that all of us maintain the highest level of honesty and responsibility in the discharge of our duties.

Please return your signed acknowledgment to your Human Resources Liaison **no later than March 9, 2021.**

Should you have any questions, or concerns, please contact your Human Resources Liaison.

Thank you.

DEPARTMENT OF SOCIAL SERVICES

EMPLOYEE RESPONSIBILITIES

My signature below indicates that I have received a copy of the Department of Social Services Employee Responsibilities memorandum.

Name (Please Print)

Date

Signature