

ALABAMA DEPARTMENT OF HUMAN RESOURCES GENERAL ADMINISTRATION
DIVISION
ADMINISTRATIVE CODE

CHAPTER 660-1-1
GENERAL INFORMATION

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660-1-1-.01 General Information .

(1) General information relating to the Department may be obtained from:

(a) The Department's principal office, hereinafter referred to as the State Office, which is located at 64 North Union Street, Montgomery, Alabama 36130-1801; Phone (205) 261-3409; or

(b) The Department's main county offices which are located as follows:

1. AUTAUGA County DHR
P. O. Box 250
218 North Court
Prattville, Alabama 36067-0250
Phone: (205) 365-6781
2. BALDWIN County DHR
P. O. Box 102
312 North Hoyle Avenue
Bay Minette, Alabama 36507-1029
Phone: (205) 937-2551
3. BARBOUR County DHR
P. O. Box 547
203 North Midway Street

Clayton, Alabama 36016-0547
Phone: (205) 775-9601

4. BIBB County DHR
102 Library Street
Centreville, Alabama 35042-0097
Phone: (205) 926-4856
5. BLOUNT County DHR
P.O. Box 68
415 5th Avenue, East
Oneonta, Alabama 35121-0068
Phone: (205) 274-2351
6. BULLOCK County DHR
P. O. BOX 310
201 North Powell Street
Union Springs, Alabama 36089-0310
Phone: (205) 738-2740
7. BUTLER County DHR
P.O. Box 758
109 Caldwell Street
Greenville, Alabama 36037-0758
Phone: (205) 382-2631
8. CALHOUN County DHR
P.O. Box 1869
1200 Noble Street
Anniston, Alabama 36202-1869
Phone: (205) 231-8100
9. CHAMBERS County DHR
P. O. Box 409
Highway 431 North
LaFayette, Alabama 36862-0409
Phone: (205) 864-9301
10. CHEROKEE County DHR
P.O. Box 27
202 Hospital Avenue
Centre, Alabama 35960-0027
Phone: (205) 927-3663
11. CHILTON County DHR
P.O. Box 1699
500 Airport Road
Clanton, Alabama 35045-1699
Phone: (205) 755-3250
12. CHOCTAW County DHR
P.O. Box 687
413 East Pushmataha

Butler, Alabama 36904-0687
Phone: (205) 459-2404

13. CLARKE County DHR
P.O. Box 219
120 Court Street
Grove Hill, Alabama 36451-0219
Phone: (205) 354-3235
14. CLAY County DHR
P.O. Box 940
544 East 2nd Avenue, North
Ashland, Alabama 36251-0940
Phone: (205) 354-2527
15. CLEBURNE County DHR
P.O. Box 25
405 Oxford Street
Heflin, Alabama 36264-0025
Phone: (205) 463-5633
16. COFFEE County DHR
P.O. Box 1655
3881 Salem Road
Enterprise, Alabama 36331
Phone: (205) 347-5865
17. COLBERT County DHR
P.O. Box 271
120 West 5th Street
Tuscumbia, Alabama 35674-0271
Phone: (205) 420-4385
18. CONECUH County DHR
520 Belleville Street
Evergreen, Alabama 36401-3099
Phone: (205) 578-1690
19. COOSA County DHR
P.O. Box 36
Courthouse
Rockford, Alabama 35136-0036
Phone: (205) 377-4381
20. COVINGTON County DHR
P.O. Drawer 190
1515 East Bypass Road
Andalusia, Alabama 36420-0190
Phone: (205) 222-6581
21. CRENSHAW County DHR
P.O. Box 347
110 East 5th Street

Luverne, Alabama 36049-0347
Phone: (205) 335-3381

22. CULLMAN County DHR
Drawer 987
210 4th Street, SW
Cullman, Alabama 35056-0987
Phone: (205) 734-2731
23. DALE County DHR
P.O. Box 447
831 South Union Avenue
Ozark, Alabama 36361-0447
Phone: (205) 774-5135
24. DALLAS County DHR
P.O. Box 366
15 Riverview Avenue
Selma, Alabama 36702-0366
Phone: (205) 874-1400
25. DEKALB County DHR
P.O. Box 49
2709 Briarwood Avenue South
Fort Payne, Alabama 35967-0049
Phone: (205) 845-0861
26. ELMORE County DHR
P.O. Box 707
1220 Company Street
Wetumpka, Alabama 36092-0707
Phone: (205) 567-2284
27. ESCAMBIA County DHR
P.O. Box 218
Courthouse
300 Belleville Avenue
Brewton, Alabama 36427-0868
Phone: (205) 867-5472
28. ETOWAH County DHR
741 Forrest Avenue
Gadsden, Alabama 35902-8445
Phone: (205) 549-4100
29. FAYETTE County DHR
P.O. Box 271
202 2nd Avenue, NW
Fayette, Alabama 35555-0271
Phone: (205) 932-6775
30. FRANKLIN County DHR
Drawer M

605 Flippen Avenue
Russellville, Alabama 35653-9990
Phone: (205) 332-2032

31. GENEVA County DHR
P.O. Box 385
617 South Commerce Street
Geneva, Alabama 36340-0385
Phone: (205) 684-3613
32. GREENE County DHR
P.O. Box 311
250 Prairie Avenue
Eutaw, Alabama 35462-0311
Phone: (205) 372-3328
33. HALE County DHR
P.O. Box 441
Hale County Activities Building
906 Wheelan Street
Greensboro, Alabama 36744-0441
Phone: (205) 624-8831
34. HENRY County DHR
P.O. Box 367
County Office Building
North Doswell Street
Abbeville, Alabama 36310-0367
Phone: (205) 585-6447
35. HOUSTON County DHR
P.O. Box 2027
1605 Ross Clark Circle, Southeast
Dothan, Alabama 36302-2027
Phone: (205) 677-0400
36. JACKSON County DHR
110 East Appletree Street
Scottsboro, Alabama 35768-1836
Phone: (205) 574-2791
37. JEFFERSON County DHR
P.O. Box 11926 (P.O. Zip Code: 35202-1926)
1321 5th Avenue, South
Birmingham, Alabama 35233-1489
Phone: (205) 933-6045
38. LAMAR County DHR
P.O. Box 489
210 North Pond Street
Vernon, Alabama 35592-0489
Phone: (205) 695-7165

39. LAUDERDALE County DHR
P.O. Box 460
Courthouse
424 East Spring Street
Florence, Alabama 35631-0460
Phone: (205) 764-4041
40. LAWRENCE County DHR
P.O. Box 278
12001 AL Highway 157
Moulton, Alabama 35650-0278
Phone: (205) 974-0651
41. LEE County DHR
P.O. Box 2425
2015 Hamilton Road
Opelika, Alabama 36803-2425
Phone: (205) 749-8164
42. LIMESTONE County DHR
P.O. Box 830
1007 West Market Street
Athens, Alabama 35611-0830
Phone: (205) 232-4120
43. LOWNDES County DHR
P.O. Box 36
204 Highway 97
Hayneville, Alabama 36040-0036
Phone: (205) 548-2156
44. MACON County DHR
P.O. Box 210
430 North Main Street
Tuskegee, Alabama 36083-0210
Phone: (205) 727-1960
45. MADISON County DHR
2206 Oakwood Avenue, NW
Huntsville, Alabama 35810-4499
Phone: (205) 535-4500
46. MARENGO County DHR
P.O. Box 480909
609 South Shiloh Street
Linden, Alabama 36748-0909
Phone: (205) 295-8776
47. MARION County DHR
P.O. Box 96
Highway 43, North
Hamilton, Alabama 35570-0096
Phone: (205) 921-3141

48. MARSHALL County DHR
P.O. Drawer 959
Guntersville, Alabama 35976-0959
Phone: (205) 582-3291
49. MOBILE County DHR
P.O. Box 1906 (P.O. Zip Code: 36633-1906)
850 Saint Anthony Street
Mobile, Alabama
Phone: (205) 690-6222
50. MONROE County DHR
P.O. Box 1668
108 Legion Drive
Monroeville, Alabama 36461-1668
Phone: (205) 575-2123
51. MONTGOMERY County DHR
P.O. Box 250380
810 West South Boulevard
Montgomery, Alabama 36125-0380
Phone: (205) 284-3850
52. MORGAN County DHR
P.O. Box 964
701 Bank Street
Decatur, Alabama 35602-0964
Phone: (205) 353-8181
53. PERRY County DHR
P.O. Box 509
1609 Highway 5 South
Marion, Alabama 36756-0509
Phone: (205) 683-6151
54. PICKENS County DHR
P.O. Box 31
Multi-Service Center Building
Courthouse Annex
Carrollton, Alabama 35447-0031
Phone: (205) 367-8184
55. PIKE County DHR
P.O. Box 966
717 South Three Notch Street
Troy, Alabama 36081-0966
Phone: (205) 566-7040
56. RANDOLPH County DHR
P.O. Box 209
Hill Crest Circle
Wedowee, Alabama 36278-0209
Phone: (205) 357-2152

57. RUSSELL County DHR
P.O. Box 67
1003 25th Avenue
Phenix City, Alabama 36868-0067
Phone: (205) 298-7882
58. ST. CLAIR County DHR
12 19th Street, North
Pell City, Alabama 35125-1693
Phone: (205) 338-3353
59. SHELBY County DHR
P.O. Box 1096
Community Service Building
West College Street
Columbiana, Alabama 35051-1096
Phone: (205) 669-3111
60. SUMTER County DHR
P.O. Box 310
108 West Main Street
Livingston, Alabama 35470-0310
Phone: (205) 652-9652
61. TALLADEGA County DHR
P.O. Drawer 539
206 Tinney Street
Talladega, Alabama 35160-0539
Phone: (205) 761-6000
62. TALLAPOOSA County DHR
P.O. Box 100
405 North Broadnax Street
Dadeville, Alabama 36853-0618
Phone: (205) 825-4296
63. TUSCALOOSA County DHR
P.O. Box 5237
3716 12th Avenue, East
Tuscaloosa, Alabama 35406-0237
Phone: (205) 554-1100
64. WALKER County DHR
P.O. Box 1772
1901 Highway 78, East
Jasper, Alabama 35501-1772
Phone: (205) 221-6040
65. WASHINGTON County DHR
P.O. Box 600
Wood Street
Chatom, Alabama 36518-0600
Phone: (205) 847-2248

- 66. WILCOX County DHR
P.O. Box 430
112 Water Street
Camden, Alabama 36726-0430
Phone: (205) 682-4213

- 67. WINSTON County DHR
P.O. Box 116
Highway 33 North
Double Springs, Alabama 35553-0116
Phone: (205) 489-5101

(2) Forms, applications, publications and the majority of other Department documents should be obtained from the main county offices. Selected documents may be obtained only from the State office; these documents are identified in other Department rules.

(3) Office hours of the State Office and most counties are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. Selected counties are open to the public from 8:00 a.m. to 5:00 p.m. only. Whereas the State Office and most counties operate on central time, a small number of the State's eastern boundary counties operate on eastern time. It is in the best interest of the public to make contact with the county(ies) of concern to determine exact closing time(s) and time zone(s) involved.

(4) Firearms and other dangerous weapons are prohibited in all county and state offices. All articles brought into any county or state office shall be subject to search. The carrying of dangerous weapons and/or the refusal to permit articles to be searched shall be grounds for denial of access to state and/or county offices. As used herein, the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing, death or serious bodily injury.

Author:

Statutory Authority: Code of Ala. 1975, §§41-22-4(a)(1), 38-2-6.

History: Effective June 28, 1983. Succeedent permanent amendment effective May 8, 1992.

660-1-1-.02 Inspection And Copies Of Written Material .

(1) All written material of the Department not made confidential or privileged by law shall be open for public inspection.

(2) Production for inspection and copies of all written materials, whether produced in an electronic format or paper format, may be obtained upon request and payment of actual costs

of search, sorting, duplication, and distribution expenses as follows:

(a) Twenty dollars (\$20) non-refundable processing fee which includes up to one hour of labor to produce the documents. Every additional hour of labor shall be twenty dollars (\$20) per hours; and

(b) Fifty cents (\$.50) per page for all records to be produced whether produced by electronic, paper, or other means; and

(c) The cost of any storage medium used to produce the records if the records are requested to be produced in an electronic format; and

(d) Postage for the cost of delivering the requested items; and

(e) Five dollars (\$5.00) if certification of the records is requested.

(3) The Cost provisions outlined above apply to all materials produced whether by request for public records, court order, subpoena, or for any other reason; provided, however, section (2) (b) shall not apply to records produced electronically pursuant to Code of Ala. 1975, §36-12-40 and section (2) (e) shall not apply to any records produced pursuant to Code of Ala. 1975, §36-12-40.

(4) Certified official copies of records are available upon receipt of payment. Unless a record is certified, it is not official. Uncertified unofficial copies of publicly available information may be available in an electronic format including, but not limited to, on the Department website. These electronic formats are not considered certified copies of Department records.

Author: Felicia M. Brooks

Statutory Authority: Code of Ala. 1975, §§38-2-6(8), 41-22-4(a) (3).

History: Effective June 29, 1983. Permanent amendment effective December 9, 1987. **Amended:** Filed June 16, 2004; effective July 21, 2004. **Amended:** Published March 31, 2022; effective May 15, 2022. **Amended:** Published July 31, 2023; effective September 14, 2023.

660-1-1-.03 Public Access To Department Proceedings .

All State Board meetings and advisory councils shall be held pursuant to § 13A-14-2, Code of Ala. 1975, and all public

hearings shall be open for public access except those required by law to be closed.

Author:

Statutory Authority: Code of Ala. 1975, §§13A-14-2, 41-22-12(7).

History: Effective June 28, 1983.

660-1-1-.04 Nondiscrimination In Employment .

In compliance with State and Federal laws prohibiting discrimination, the Department of Human Resources operates a program to provide equal employment opportunity in personnel actions: recruitment of applicants and selections for employment, working conditions, terms and privileges of employment, benefits and compensations, training, advancement, upgrading and promotions, transfers, terminations, layoffs and recalls without regard to race, color, creed, religion, national origin, sex, age, veteran status or handicapping conditions.

Author:

Statutory Authority: Standards for a Merit System of Personnel Administration, 45 C.F.R. 70; Code. §36-26-3; The Civil Rights Act (1964) Title VII, as amended by the Equal Employment Opportunity Act (1972), P.L. 92-261, 78 Statute 253.42 U.S.C. 2000 et seq. and amendment (1980); Sexual Harassment, as amendment to Title VII of the Civil Rights Act, 29 C.F.R. Part 1604.11 45 C.F.R. 25024; Pregnancy Discrimination Act (1978), P.L. 95-555 92, Statute 2076, as amendment to Title VII, 29 C.F.R. 1604.10; Age Discrimination in Employment Act (1967) amended in 1974, 29 U.S.C. 621 et seq.; P.L. 88-38, as amended in 1972; The Rehabilitation Act (1973) Section 504, as amended in 1976, P.L. 93-112; United States of America vs. John S. Frazer, as Director, et al., Civil Action No. 2709-N, United States District Court, M.D. Alabama, N.D. (July 28, 1970).

History: Effective June 28, 1983.

660-1-1-.05 Nondiscrimination In Programs .

The Department of Human Resources shall ensure, to the greatest extent possible, that all eligible persons are provided needed services, financial aid and other benefits, whether these services, aids, and other benefits are provided directly, through agreements, contracts, or other arrangements, without regard to race, color, national origin, age or handicapping conditions in compliance with State and Federal laws pertaining thereto.

Author:

Statutory Authority: Code of Ala. 1975, §38-2-6; The Civil Rights Act (1964) Title VI, P.L. 88-352, 78 Statute 252, 42 U.S.C. 2000d; The Rehabilitation Act (1973) - Section 504, as

amended in 1976, P.L. 93-112; The Age Discrimination Act (1975), 42 U.S.C. 6101 et seq., 45 C.F.R. Part 80; Emmett Player, et al. vs. State of Alabama Department of Pensions and Security, Civil Action No. 3835-N; United States Dis. Ct., M.D. Alabama, N.D. (Aug. 8, 1975).

History: Effective June 28, 1983.

660-1-1-.06 State Statutory Chapters .

The primary State statutory chapters under which the Department operates are (see Code of Ala. 1975, as amended):

- (a) Title 38 - Public Welfare
 - Chapter 1 - §§38-1-1 through -6
 - Chapter 2 - §§38-2-1 through -13
 - Chapter 4 - §§38-4-1 through -13
 - Chapter 5 - §§38-5-1 through -7
 - Chapter 7 - §§38-7-1 through -17
 - Chapter 9 - §§38-9-1 through -11
 - Chapter 10 - §§38-10-1 through -11
- (b) Title 1 - General Provisions
 - Chapter 1 - §1-1-3
- (c) Title 26 - Infants and Incompetents
 - Chapter 10 - §§26-10-1 through -10
 - Chapter 12 - §26-12-1
 - Chapter 14 - §§26-14-1 through -13
- (d) Title 44 - Youth Services -
 - Chapter 2 - §§44-2-20 through -26

Author:

Statutory Authority: Code of Ala. 1975, §41-22-4(a)(1).

History: Effective June 28, 1983.

660-1-1-.07 Issuance Of Subpoenas .

The Assistant Attorney Generals serving as Legal Counsel for the State Department, the Commissioner, and his/her designee shall have the right to issue subpoenas or subpoenas-duces-tecum to persons to come before them, and they shall have the power to examine said persons as to any civil or criminal matter involving the State or County Departments and/or any programs administered or supervised by the Departments which also includes personnel hearings before the Department. The DHR Personnel Director shall have the power to issue subpoenas or subpoenas-duces-tecum to persons in personnel cases before the Department. Subpoenas

issued may be served by any means specified in Rule 660-1-5-.07(2) for service of notice of hearings.

Author: Felicia Brooks

Statutory Authority: Code of Ala. 1975, §§38-2-1 through -13, 38-4-6.

History: Effective May 9, 1989. **Amended:** Filed October 6, 2009; effective November 10, 2009.

660-1-1-.08 **Worthless Checks/Money Orders** .

(1) When any person, firm, association, entity, or corporation shall render a check or money order payable to the Department of Human Resources, either State or County Department, upon which payment is refused by the drawee of said check or money order for lack of funds, nonexistence of account, etc., the drawer/maker shall be charged a service charge of \$15.00, in addition to any additional penalties and interest provided for by law or agreement.

(2) The drawer or maker of a worthless check or money order shall be notified by mail of the drawee's refusal to render payment to the Department of Human Resources and of the service charge and any additional amounts due.

(3) A list of persons with outstanding worthless check or money order charges shall be maintained and posted by each County Department office. No persons on the outstanding worthless check list shall be allowed to pay any personal uncertified check or money order until the worthless check and the service charge have been paid in full.

(4) After the issuance of three worthless checks or money orders, no future personal checks or money orders will be accepted by the Department, except upon case-by-case approval by the county director or program supervisor.

(5) Failure or refusal by the maker or drawer of the check to pay in full within ten (10) days after written notice shall result in the initiation of collection action against the maker/drawer of the check/money order, including civil criminal action, or both.

Author:

Statutory Authority: Code of Ala. 1975, §§6-6-285, 13A-9-13-1.

History: Effective June 11, 1990.