

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR**

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>1-16-07</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>600450</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>Cleaved 1/24/07, letter attached.</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>1-25-07</i>
	<input type="checkbox"/> FOIA DATE DUE _____
	<input type="checkbox"/> Necessary Action

APPROVALS <small>(Only when prepared for director's signature)</small>	APPROVE	* DISAPPROVE <small>(Note reason for disapproval and return to preparer.)</small>	COMMENT
1.			
2.			
3.			
4.			

RECEIVED

JAN 12 2007

Department of Health & Human Services
OFFICE OF THE DIRECTOR

Mr. Robert Kerr
South Carolina Department of Health and Human Services
1801 Main Street
Columbia South Carolina 29202

Dear Sir,

I am submitting an application for a recently posted position (Human Services Specialist II, P000125926) in the hope of being seriously considered for the position.

Please note I have over ten years experience with the Department of Social Services as a Human Services Specialist, and I had one of the largest case loads in my region. Due to the after effects of cancer I had to leave DSS, but I my health has now much improved and I am eager to get back to working for the state in an environment such as this.

I have enclosed a letter of reference from my supervisor along with my résumé for your kind review. I am available for a personal interview at your convenience.

Sincerely,

Hugh Crofoot
Hugh Crofoot

Log - Wells
Approp. Sign. "

HUGH VINCENT CROFOOT
138 Shawn Rd., Chapin, South Carolina 29036
Tel. (Home) 803-345-3251 • (Cell) 803-429-6418
hverofoot01@bellsouth.net

EDUCATION

BA in Political Science, University of South Carolina, Columbia, SC, 1991
18 credit-hours toward the MA in Criminal Justice, 1991-92
Microsoft Office Suite/Office Records Management (currently enrolled) Piedmont Technical College,
Newberry SC

PROFESSIONAL SKILLS, KNOWLEDGE AND TRAINING

- Possess a high degree of proficiency in written and oral communication
- Twelve years experience in Human Service case work
- Trained to work in either a team or an independent environment
- Trained to seek and maintain a high degree of customer satisfaction
- Able to multitask and handle pressure situations
- Thirty years total work experience

MILITARY SERVICE

United States Navy, 1982-86 (Honorable Discharge), Radio Communications Specialist,
USS *Aywin* (FF 1081)

- Maintained radio and cryptographic communications equipment
- Ensured safe and secure transmission and receipt of highly classified military communications
- Supervised firefighting and damage-control training and equipment for assigned areas
- Awarded *Letter of Commendation* for superior performance during at sea operations

WORK EXPERIENCE

Human Services Specialist II (Child Support), 1994-2006, Child Support Enforcement, Department of
Social Services, Columbia Region I, Columbia, SC

- Supervised the license revocation program for a twelve county office
- Monitored and reviewed all incoming cases for enforcement or other appropriate action
- Managed an assigned child support case load for proper actions as needed
- Scheduled and supervised administrative hearings
- Advised agency customers of possible options or outcomes relevant to their case
- Negotiated child support matters with relevant parties
- Focused on positive client-service attitude

Parent Locate Specialist, 1993-94, Child Support Enforcement, Department of Social Services, Central
Parent Locate, Columbia, SC

- Conducted investigations to locate absent parents in child-support cases
- Analyzed case data and made appropriate decisions based on federal regulations
- Maintained hard-copy and computerized files on all assigned cases
- Provided necessary information to offices of Clerks of Court and Sheriffs

Data Terminal Operator, 1987-88, Dean Witter Reynolds, Inc., Columbia, SC

- Managed online communication link with New York Stock Exchange
- Implemented all stock, bond, and related securities orders
- Processed confirmations, bills, and financial statements
- Managed information records for all financial transactions

Men's Department Manager, 1986-87, Tapp's Department Store, Dutch Square Mall, Columbia, SC

- Supervised merchandising, visual display, inventory, sales and scheduling
- Trained, scheduled and monitored employees' progress
- Monitored department for loss prevention. Reported to store manager as necessary



Serving Children and Families

KIM S. AYDLETTE, STATE DIRECTOR

To whom it may concern:

Hugh Crofoot was employed as a Child Support Specialist with the Division of Child Support Enforcement of the South Carolina Department of Social Services. His employment commenced on February 17, 1994, and ended upon his resignation on June 30, 2006.

As attorney for the Columbia Regional CSE office, I was one of Mr. Crofoot's supervisors. His performance evaluations for the last few years resulted in ratings of "Exceeds."

A handwritten signature in black ink, appearing to read 'Gale DuBose', written over a horizontal line.

Gale DuBose, Esquire

07-2-06

Date

STATE OF SOUTH CAROLINA

EMPLOYMENT APPLICATION

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

1. APPLYING FOR:

Job Title Human Services Specialist II
 Position Number P000125926 Location Columbia

2. HOW DO WE CONTACT YOU?

Social Security Number 250 - 78 - 9556 Your Name Hugh V. Crofoot Jr.
 Mailing Address 138 Shawn Rd
 City Chapin County Lexington State SC Zip Code 29036
 Home Phone (803) 345-3251 Business Phone ()
 Fax Number () E-mail Address hvcrofoot01@bellsouth.net

3. TELL US ABOUT YOUR EDUCATION:

High School (Name) Dreher (Location) Columbia SC
 Diploma Other (Specify) GED Highest Grade Completed 12

College Graduate? Yes No If no, give total credit received _____ Your Name if Different While Attending School _____

Give name & address of school, major course of study, and degree received.

Undergraduate College / University	Graduate School
<u>University of South Carolina</u>	<u>University of SC</u>
Degree <u>BA</u>	Degree <u>M CJ</u>
Year Degree Obtained <u>1991</u>	Year Degree Obtained <u>n/a</u>
Pertinent Undergraduate Courses <u>government policy/administration</u>	Pertinent Graduate Courses
Credits <u>121</u>	Credits <u>18</u>

Job-Related Training and Course Work

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing speed and computer software proficiency).

Management, customer service, administrative, several computer applications, organization, typing 45 WPM, Current Notary Public, Human Services delivery. Over ten years experience with Social Service programs.

STATE OF SOUTH CAROLINA - AN EQUAL OPPORTUNITY EMPLOYER



4. TELL US ABOUT YOUR WORK EXPERIENCE:

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. All information in this section must be complete. A résumé may be attached, but not substituted for completing this section.

1. Name of Present or Last Employer SC Dept of Social Services

Address 240 Stone Ridge Dr. Suite 400 Cola SC 29210 Phone (803) 253-7566

Job Title Human Services Specialist (Child Support Specialist) II

Number Supervised _____ Supervisor's Name Gale Dubose, Esq.

From 2 / 14 / 1994 To _____ / ____ / ____ Hours Per Week 37.5 Salary \$30,255.00

May we contact this employer? Yes No

Job Duties (give details)

Supervised/managed large child support case load. Reviewed new and existing cases for appropriate legal action. Assisted attorneys in court as assigned. Reviewed and enforced cases for license revocation or other case action as necessary. Ensured all assigned cases were in handled in accordance with both federal and state laws as necessary. Maintained contact with other government agencies as needed, as well as parties involved in court actions. Coordinated interstate cases. Interacted with law enforcement agencies as needed. Presented necessary assistance to Clerks of Court and/or Family Court Judges. Maintained records of actions taken.

Reason for Leaving

Resigned, health related.

2. Your Next Most Recent Employer SC Dept of Social Services Central Parent Locate Division

Address 3150 Harden St Phone (803) 898-9241

Job Title Parent Locate Specialist

Number Supervised N/A Supervisor's Name Linda Dean (retired)

From 8 / 01 / 1993 To _____ / ____ / ____ Hours Per Week 37.5 Salary \$18,266.00

Job Duties (give details)

Received assigned caseload. Conducted online searches for noncustodial parents and reported information received to appropriate investigator and/or court staff. Maintained records of actions performed and kept files updated regarding actions taken in child support cases. Maintained contact with custodial parents and/or other agencies regarding case status.

Reason for Leaving

Promoted to the most recent position.

3. Your Next Most Recent Employer Richland County Council

Address 1701 Main St Phone () N/A

Job Title Investigator for Public Defender's Office

Number Supervised 0 Supervisor's Name N/A

From 2 / 1 / 92 To _____ / ____ / ____ Hours Per Week 20 Salary \$6.25

Job Duties (give details)

Interviewed recently arrested people so that they would have some representation in bond court, the purpose of which was to alleviate unnecessary overcrowding on the Richland county jail. When the Public defender arrived for bond hearings I had already interviewed all eligible clients and provided a report to the attorney for review.

Reason for Leaving

The position was a temp. grant. position. Funds were not maintained.

4. Your Next Most Recent Employer James L. Tapp Co. (Now dissolved; co)

Address 1701 Main St From () n/a

Job Title Back Door Manager (Security)

Number Supervised 0 Supervisor's Name Harold Brooks (deceased)

From 05 / 00 / 1992 To 09 / 10 / 1992 Hours Per Week 20 Salary \$6.25

Job Duties (give details)

Maintained store security in accordance with policy and rules.

Reason for Leaving

Job was part-time while I was attending USC

5. Your Next Most Recent Employer Dean Witter Reynolds

Address 19 Sumter St From (803) 251-3300

Job Title Wire Operator

Number Supervised 0 Supervisor's Name Laura Edwards

From 9 / 1 / 1986 To 9 / 01 / 1987 Hours Per Week 40 Salary \$10,000.00

Job Duties (give details)

Using teletype and fax, sent stock and bond orders to New York Stock Exchange, processed the confirmations, checks, bills as needed. Maintained records of past transactions. Posted bills and account information.

Reason for Leaving

Attended USC full time.

6. Your Next Most Recent Employer US Navy

Address USS Aylwin FF-1081 From () n/a

Job Title Radioman 3rd Class

Number Supervised 5 Supervisor's Name Radioman Chief W. Hatcher, USN

From 2 / 1 / 1982 To 6 / 1 / 1986 Hours Per Week 40 Salary \$10,000.00

Job Duties (give details)

Sent/received teletype/voice radio and communications messages. Maintained radio and crypto equipment. Trained and supervised junior personnel.

Reason for Leaving

Enlistment ended. Honorable Discharge

Do you possess a valid driver's license? Yes No _____ **SC** _____ If yes, provide (State)

Number 002205167 Expiration Date 12-2014 Class: (check one) A B C D E F

Do you have any relatives employed with the State of South Carolina? If yes, please provide names below:

Name M/A Relation _____ Agency _____
Name _____ Relation _____ Agency _____

Have you ever been convicted of a criminal offense? Yes No

Note: *Only minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.*

If yes, please list charge(s) DUI 1

Columbia SC 1987 Fine/suspension 6 months
Where Convicted Date Disposition/Status

Have you ever been terminated or forced to resign from any job? Yes No If yes, explain _____

Are you legally authorized to work in the United States? Yes No

Give the names of two people, not relatives, who are familiar with your work.

Name Shella Derrick Address 240 Stone Ridge Dr Cola SC 29210 Phone 803-253-7566

Name Mona Kennerly Address 240 Stone Ridge Dr. Cola SC 29210 Phone 803-253-7566

PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS

Student Loan: State law (59-111-50) prohibits employment with the State to people who have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment. By my signature, I certify that I am not currently in default on a student loan.

Signature Myke Colford Date 1-10-08

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the State of South Carolina which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the State of South Carolina to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature Myke Colford Date 1-10-08

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature Myke Colford Date 1-10-08



State of South Carolina
Department of Health and Human Services

For 0450
✓

Mark Sanford
Governor

Robert M. Kerr
Director

January 24, 2007

Mr. Hugh Vincent Crofoot
138 Shawn Road
Chapin, South Carolina 29036

Dear Mr. Crofoot:

Thank you for your letter to Mr. Robert Kerr, Director of the Department of Health and Human Services (DHHS) regarding your application for the Human Services Specialist II position (#125926). Mr. Kerr forwarded your letter to the DHHS Office of Human Resources.

We are in the process of interviewing candidates for this position at this time. Ms. Tamara Douglas, the appointing authority for this position is in the process of reviewing the applicant pool and may be in contact with you to set up an interview so that you may be considered for the position.

If at any time during the employment process you have questions about the position for which you applied, please call my applications manager Ann Weaver, Human Resources Specialist at (803) 898-2670. I wish you the best of luck in your job hunting endeavors.

Sincerely,

Tonya Chambers
Human Resources Director - DHHS

cc: Mr. Robert Kerr, Agency Director