

# Operations Memorandum - Employment & Training

## OPS121202

December 5, 2012

**SUBJECT:** Addendum to Form PA1661-Agreement of Mutual Responsibility (AMR)  
**TO:** Executive Directors  
**FROM:** Richard Wallace, Acting Director, Bureau of Operations

### **Purpose**

To inform County Assistance Offices (CAOs) of the AMR addendum to be completed by applicants/recipients due to the legislative changes to the RESET sanction policy.

### **Background**

[OPS 120704](#), Changes to RESET Sanction Policy, advised CAOs of changes to the RESET sanction policy and procedures that were implemented based on legislation effective July 1, 2012. Due to these changes, the penalties for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> violations as listed on page 5 of the current AMR are no longer valid.

### **Discussion**

Until the new AMR is posted reflecting these new sanction violation penalties, the CAO worker will line out the violation box on page 5 of the AMR and, with the individual, complete the attached addendum as part of the AMR completion process. Provide the individual with a copy of the signed addendum.

### **Next Steps**

1. Review this Operations Memorandum with appropriate staff.
2. Contact your Area Manager if you have any questions regarding this policy.

### **Attachment**