

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 20, 1991

ALL COUNTY INFORMATION NOTICE NO. I-15-91

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REPRODUCIBLE COPIES OF AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) AND FOOD STAMP (FS) PROGRAM FORMS AND NOTICE OF ACTION (NOA) FORMATS

The purpose of this letter is to inform you of a new process to make reproducible copies of new and revised AFDC and FS forms and NOA formats available to the Counties as soon as possible after they are final.

At a recent meeting of the County Welfare Directors' Eligibility and Grant Committee, County representatives requested that copies of AFDC and FS forms and NOA formats be sent directly to County eligibility staff managers. They indicated that early receipt of these items would enhance the ability to train staff and prepare for implementation.

In the past, the Welfare Policy Implementation Bureau (WPIB) had copies of forms and NOAs made and attached to the advance All-County Letters (ACL) or All-County Information Notices (ACIN). Because the copies were made using standard office reproduction machinery, the quality was not always at a level that is sufficient for reproduction. The formal ACL/ACIN, which is usually received by the Counties four to six weeks after the advance copy, does contain high quality, reproducible copies; however, Counties begin their training activities as soon as the advance ACL/ACIN is received.

The WPIB has worked with this Department's Forms Management Unit to slightly modify the existing process so that Counties will receive reproducible copies earlier in the process. You will continue to receive advance copies of ACLs and ACINs, the final (unadvanced) letter as well as camera-ready copies upon request. We are unable to provide advance camera-ready copies to Counties because the high cost in staff time and resources is prohibitive.

To ensure that the materials go directly to the appropriate entity in the County, we request that you provide us with the name, unit and address of the designated individual in your County to whom


these products are to be sent. If you wish to have separate individuals in your County receive AFDC or Food Stamp materials, identify each person and the program material to be received. Please send this information prior to March 11, 1991, to the following individual:

Department of Social Services
744 P Street, MS 16-31
Sacramento, CA 95814

Attention: Dennis Ragasa

We anticipate that the automatic mailing of reproducible copies to these addressees should commence on April 1, 1991.

Thank you for bringing this situation to our attention. We always appreciate the opportunity to assist Counties in doing their job more efficiently. If you have any questions regarding this subject, please contact Dennis Ragasa of the WPIB at (916) 324-2016 or ATSS 454-2016.



ROBERT A. MOREL
Deputy Director

cc: CWDA