December 16, 2003

TO: All Local Educational Consortium (LECs) and Local Governmental Agency (LGAs) Coordinators

SUBJECT: NEW MAILING INSTRUCTIONS

This Policy and Procedures Letter provides new mailing instructions for participants in the Medi-Cal Administrative Activities and Targeted Case Management programs.

Effective immediately, use the following address for regular (NOT express) delivery of U.S. Postal Service mail (including certified mail):

Name of Individual
California Department of Health Services
Medi-Cal Benefits Branch
(Specify program name, MAA or TCM)
MS 4603
P. O. Box 997413
Sacramento, CA  95899-7413

Example:
Mr. David Merritt
Department of Health Services
Medi-Cal Benefits Branch
Targeted Case Management Program
MS 4603
P.O. Box 997413
Sacramento, CA  95899-7413

For express mail deliveries ONLY, use the following:

Name of Individual
Department of Health Services
Medi-Cal Benefits Branch
(Specify program name, MAA or TCM)
MS 4603
1501 Capitol Avenue, Suite 71.4001
Sacramento, CA  95814

Example
Ms. Constance Battle
Department of Health Services
Medi-Cal Benefits Branch
Medi-Cal Administrative Activities Program
MS 4603
1501 Capitol Avenue, Suite 71.4001
Sacramento, CA  95814
Labels for these addresses are available on the TCM website (www.dhs.ca.gov\tcm) at the bottom of the “Training Topics” page.

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Local and Schools Services Unit, at (916) 552-9616 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original Signed By

Mary Lamar-Wiley
Acting Chief
Medi-Cal Benefits Branch

cc: Ms. Susan Ruiz
Health Insurance Specialist
Centers for Medicare & Medicaid Services
75 Hawthorne Street, Fifth Floor
San Francisco, CA 94105

Mr. Brian Burdullis, Accountant
Division of Medicaid and Children’s Health
Centers for Medicare & Medicaid Services
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