STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

PETE WILSON, *Governor*

DEPARTMENT OF HEALTH SERVICES
714/744 P STREET
P. BOX 942732
CRAMENTO, CA 94234-7320

October 24, 1991

TO: All County Welfare Directors
All County Medi-Cal Policy Liaisons
All Medi-Cal Forms Coordinators
All MEDS Coordinators

Letter No. 91-92

SUBJECT: STAFF REDUCTION AND TEMPORARY CLOSURE OF DHS WAREHOUSE

As of October 1, 1991, there will be only one Department of Health Services (DHS) warehouse worker and shipment of forms will take approximately 4-6 weeks. Counties must monitor their forms usage closely to ensure an adequate supply of forms. Because of staffing cuts, Eligibility Branch no longer will be able to expedite processing for counties which run out of forms.

The (DHS) warehouse routinely closes the second week in December for two weeks for inventory purposes. To make sure you have enough forms during inventory period, please order your forms by the first week of November.

If you have any questions, please contact Craig Yagi of my staff at (916) 657-1182.

Sincerely,

ORIGINAL SIGNED BY

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch