

DEPARTMENT OF HEALTH SERVICES

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September 3, 2001

Medi-Cal Eligibility Branch Information Letter No.: I 01-10

TO: All County Welfare Directors
All County Medi-Cal Program Specialists/Liaisons

**MEDI-CAL APPLICANTS CONTACT WITH STATE-PROGRAMS DISABILITY AND
ADULT PROGRAMS DIVISION (SP-DAPD)**

The purpose of this letter is to remind counties of the relationship between SP-DAPD and the Medi-Cal applicant. SP-DAPD has reported that several applicants have appeared in person at their office requesting to see the disability evaluation analyst (DEA) assigned to his or her case. When the applicant was asked how they located the office, they indicated that their county eligibility worker provided them with the information.

As you know, for security reasons SP-DAPD offices do not publicly publish their physical address and, if there is a need for the DEA to contact the applicant during the disability evaluation process, it is by telephone or in writing. The DEA will only provide the applicant with their telephone number and their post office box for all correspondence. Under no circumstances should county staff reveal the physical location of SP-DAPD to the Medi-Cal applicant or the public.

The Medi-Cal Eligibility Branch will monitor this issue and again inform counties if the problem continues. Any questions relating to this issue should be directed to Mr. Terry Durham of my staff at (916) 657-2701.

Sincerely,

ORIGINAL SIGNED BY

Shar Schroepfer, Chief
Medi-Cal Eligibility Branch