



DIANA M. BONTÁ, R.N., DR P.H.  
*Director*

State of California  
Department of Health Services



GRAY DAVIS  
*Governor*

September 25, 2003

CCS Information Notice No.: 03-17

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)  
ADMINISTRATORS, MEDICAL CONSULTANTS, STATE CHILDREN'S  
MEDICAL SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE  
STAFF

SUBJECT: REVISION AND TRANSLATION OF CCS MATERIALS

The purpose of this notice is to inform county CCS programs of two recently revised and translated items: the Application to Determine CCS Program Eligibility and the CCS brochure.

**Application to Determine CCS Program Eligibility**

The Application to Determine CCS Program Eligibility (DHS 4480) has been revised and translated into Spanish (DHS 4480 SP). The page listing county CCS addresses has been removed. Applicants are now instructed to: "mail or deliver your application to your county CCS office. To find your county CCS office, go to [www.dhs.ca.gov/ccs](http://www.dhs.ca.gov/ccs) or look in the government section of your local telephone directory under California Children's Services or county health department."

This form is only available on the CCS Website. To obtain a copy, go to [www.dhs.ca.gov/ccs](http://www.dhs.ca.gov/ccs), click on "Forms and Publications," and then select the desired language(s).

If you have questions about the use of the DHS 4480, please refer to CCS Numbered Letter: 04-0402.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

1515 K Street, Suite 400, MS 8100, P.O. Box 942732, Sacramento, CA 94234-7320  
(916) 327-1400

Internet Address: [www.dhs.ca.gov/cms](http://www.dhs.ca.gov/cms)

### **California Children's Services Brochures**

The CCS brochure (PUB 4) has been redesigned and rewritten to be more family-centered. The brochure provides basic information for prospective families and clients about CCS benefits and the application process. The reading level has been significantly reduced from 11th to 6th grade.

The brochure has also been translated into Spanish (PUB 135). During the current fiscal year, the CMS Branch intends to translate the brochure into other threshold languages.

The brochure may be obtained through two methods:

- The CCS Website – Go to [www.dhs.ca.gov/ccs](http://www.dhs.ca.gov/ccs), click on “Forms and Publications,” and then select and print the desired language(s).
- The Department of Health Services (DHS) Warehouse – County CCS programs may place an order using the DHS 2031 order form. The English and Spanish versions are known as PUB 4 and PUB 135, respectively. Hospitals, health plans, and social service agencies that would like printed copies of these brochures must contact their county CCS Program to place an order.

As a reminder, these brochures - **not the CCS Family Handbooks** - should be distributed for general information purposes. The CCS Family Handbooks (English, PUB 387; Spanish, PUB 388) should only be distributed by county CCS programs to families and clients who have been determined eligible for CCS.

If you have any questions on the ordering procedures for CCS materials, please refer to the CMS Forms and Publications Catalog located in “Forms and Publications” section of the CCS website.

**Original Signed by Maridee Gregory, M.D.**

Maridee A. Gregory, M.D., Chief  
Children's Medical Services Branch