

State of California—Health and Human Services Agency
Department of Health Services



California
Department of
Health Services

SANDRA SHEWRY
Director



ARNOLD SCHWARZENEGGER
Governor

March 23, 2005

TO: ALL COUNTY WELFARE DIRECTORS Letter No.: 05-07
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS
ALL COUNTY MENTAL HEALTH DIRECTORS
ALL COUNTY MEDS LIASONS
ALL COUNTY 250 PERCENT WORKING DISABLED PROGRAM
COORDINATORS

SUBJECT: 250 PERCENT WORKING DISABLED PROGRAM OUTREACH AND
TRAINING AND OTHER ISSUES
(Reference: All County Welfare Directors Letter No. 04-30)

The purpose of this letter is to clarify information provided in All County Welfare Directors Letter No. 04-30. Page two of that letter incorrectly describes the process for obtaining envelopes for the 250 Percent Working Disabled Program. The correct procedure for obtaining envelopes for the program is as follows:

- Fax a request for an order form, on County letterhead, to the Department of Health Services Warehouse at (916) 928-1326.
- The Warehouse will fax an order form to the County.
- Once received, the County will complete the order form and return it to the Warehouse.
- The Warehouse will send the requested envelopes to the County.

Things to remember:

- Telephone requests will not be accepted.
- Requests not on an official Warehouse order form will not be accepted.
- Make sure the County fax number is on the County letterhead.
- Do not photocopy the order form and attempt to use the photocopy for future orders.
Read the instructions provided by the Warehouse.

If you have any questions, please contact Ms. Betty Mosher at (916) 552-9494.

Original signed by
Richard Brantingham for

**Tameron Mitchell, R.D. M.P.H., Chief
Medi-Cal Eligibility Branch**