

## DEPARTMENT OF HEALTH SERVICES

744 P STREET  
SACRAMENTO, CA 95814  
(916) 445-1912



August 22, 1978

To: All County Welfare Directors

Letter No. 78-1

## NUMBERING OF LETTERS TO ALL COUNTY WELFARE DIRECTORS

Beginning with this letter, letters sent to all county welfare directors by the Eligibility Branch of the Department of Health Services will be numbered and titled. This is being done to facilitate filing and reference.

The chief purpose of the letters will still be to provide counties with advance information on regulation and procedure manual changes. The letters are only to be used as a basis of county action until the regulations or procedures are actually published in the Medi-Cal Eligibility Manual. To ensure this, the letters will be given six month retention dates. If the regulations or procedures have not been published by that time, the retention date will be extended.

Other letters sent to all the county welfare directors are of the type that ask for information. These letters will also be numbered in sequence with the advance letters but they will state that they are not to be retained.

To facilitate the counties' use of these letters, the Eligibility Branch will issue a letter every six months which indicates which letters have been obsoleted in that period.

If you have any questions regarding the letters contact your Medi-Cal field representative at (916) 445-1912.

Sincerely,

Original signed by

Doris Z. Soderberg, Chief  
Medi-Cal Eligibility Branch

cc: Medi-Cal Liaisons  
Medi-Cal Field Representatives