

DEPARTMENT OF HEALTH SERVICES

4744 P STREET

SACRAMENTO, CA 95814

(916) 445-1797



October 17, 1979

To: All County Welfare Directors

Letter No. 79-27

ORDERING FORMS FROM THE DEPARTMENT OF HEALTH SERVICES (DHS) WAREHOUSE

The Department is aware that some counties have experienced delays in receiving supplies of Medi-Cal forms from the Department's warehouse. We are trying to resolve these problems. We have found, however, that some of the delays may be caused by counties not using appropriate ordering procedures. Therefore, this is to request that you review your procedures for compliance with the following instructions.

1. When ordering additional forms please use form HAS 1390 and attach two shipping labels with the county's address.

2. Forms requisitions should be sent to:

Department of Health Services Warehouse
1723 20th Street
Sacramento, CA 95814
(916) 445-5870

3. When placing orders, keep in mind that a minimum of 20 working days is required for the handling and delivery of stock. Order points should therefore be set to allow for at least a one month supply of forms between the ordering and the delivery of stock.
4. Forms should not be stockpiled in the counties. This makes forms unavailable for other counties' needs and causes considerable waste when a form is revised. To avoid quotas on forms issuance, counties are asked to keep only a four month supply of any one form on hand. DHS warehouse staff will be screening orders and cutting them back based upon stock on hand and past county usage.
5. When placing orders the complete form number must be used. Requisitions with incomplete form numbers will be returned.
6. Walk-in pick-up service is not available at the DHS warehouse. Therefore please do not dispatch staff to Sacramento to personally pick-up forms.

All County Welfare Directors

-2-

October 17, 1979

If there are any questions regarding this letter, please contact your Medi-Cal field representative.

Sincerely,

Original signed by

Doris Z. Soderberg, Chief
Eligibility Branch

cc: Medi-Cal Liaisons
Medi-Cal Field Representatives

Fred Turner, Chief
Business Services
714 P Street, Room 360
Sacramento, CA

Corky Anderson, Warehouseman
DHS Warehouse
1723 20th Street
Sacramento, CA