

DEPARTMENT OF HEALTH SERVICES

14744 P STREET

SACRAMENTO, CA 95814



June 24, 1985

TO: All County Welfare Directors
All County Administrative Officers

Letter No. 85-47

PUBLIC GUARDIAN/CONSERVATOR OR AUTHORIZED REPRESENTATIVE
CHECKLIST

REFERENCE: All County Welfare Directors (ACWD) Letter 85-27

The purpose of this letter is to inform you that supplies of the Public Guardian/Conservators or Authorized Representative Checklist have been ordered and will be available in approximately three months. At that time, you may order the checklist by submitting form DHS 2031 to:

Department of Health Services
(DHS) Warehouse
1723 20th Street
Sacramento, CA 95814

The checklist is to be described on the DHS 2031 as: Checklist, Public Guardian/Conservator or Authorized Representative. A form number will not be required for this publication. Detailed instructions for ordering forms directly from the warehouse will be issued in a future ACWD Letter.

We urge those counties which have duplicating equipment to begin using the checklist as soon as possible. You may follow the instructions for its use which appeared in ACWD Letter 85-27. The checklist will also be included in the Procedures Section of the Medi-Cal Eligibility Manual via a future manual letter revision.

If you or your staff have any questions, please contact the corrective action analyst assigned to your county.

Sincerely,

Original signed by

Tom J. Elkin, Acting Chief
Medi-Cal Eligibility Branch

cc: Medi-Cal Liaison
Medi-Cal Program Consultants

Expiration Date: October 31, 1985