

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



July 28, 1994

ALL-COUNTY LETTER NO. 94-63

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested One or More Counties
- Initiated by CDSSe

SUBJECT: CHANGES TO THE NOTICE OF ACTION (NOA) SYSTEM AND THE NA BACKS

REFERENCE: MPP SECTION 22-021.5 - ADEQUATE NOTICE
RDB #0594-10 - NOTIFICATION OF PROPOSED REGULATIONS

HANDBOOK: THIS LETTER CONTAINS INFORMATION UPDATING THE AFDC NOTICE OF ACTION HANDBOOK

The changes described in this letter apply both to the California Department of Social Services (CDSS) and the Department of Health Services (DHS). The purpose of this letter is:

- oe To provide advance implementation instructions for changing the minimum numbers of copies of Notices of Action (NOAs) counties issue to clients from two to one, as enabled by a proposed revision to Manual of Policies and Procedures (MPP) section 22-021.5 (Attachment 1) and
- oe To provide a reproducible copy of, and implementation instructions for a revised Notice of Action (NOA) back, NA BACK 7 (Attachment 2).

The implementation of the NA BACK 7 does NOT depend on the adoption of the regulation revision and is immediately effective for all NOAs that presently use the NA BACK 6 or the NA SCC/CAAP BACK.

The proposed revision to MPP 22-021.5 was recently submitted to the Office of Administrative Law but is not yet filed with the Secretary of State. The estimated filing and effective date is July 25, 1994. We are providing the enclosed information on the regulation change in advance of the effective date to provide preparation time for implementation as soon as is feasible after the regulation becomes effective. If the proposed revision is not adopted, we will notify you immediately.

ISSUING NOAS WITHOUT THE DUPLICATE COPY

Counties are encouraged to exercise the option to issue NOAs without a duplicate copy as soon as practicable after the effective date of the revised regulation.

The revised regulation requires counties to provide to clients on request, a copy of any NOA on which the client has submitted a request for a state hearing. Clients must be informed of the availability of this copy as a part of the implementation of the revised regulation. The NA BACK 7, discussed later in this letter, is designed to provide this information.

Counties must continue to issue NOAs in duplicate for all NOAs using any back in current use. Only NOAs issued to clients on forms with the NA BACK 7 can be issued without a duplicate copy (from the effective date of the revised regulation).

Counties may determine when this transition is phased in for individual NOA forms based on a timetable that each county considers to be most appropriate, taking into account the nature and extent of each county's current inventory of NOA forms.

ATTACHMENT 2

Attachment 2 contains a reproducible copy of the NA BACK 7 and information on specific changes that have been made to it.

IMPLEMENTING THE REVISED NA BACK 7

The NA BACK 7 is effective immediately, subject to availability of stock. Counties may continue to use existing supplies of NOAs with the NA BACK 6 or the NA SCC/CAAP BACK until their supplies are exhausted.

When filling orders for NOA forms, the CDSS and DHS Warehouses will ship NOAs with the BACK 7 (in sets of 2) as soon as CDSS supplies of NOAs (in sets of 3) with the BACK 6 or the NA SCC/CAAP BACK are exhausted.

CAMERA-READY COPIES

For a camera-ready copy of the NA BACK 7, please call the Forms Management Unit at (916) 657-1907 or CALNET 437-1907. Camera-ready copies in English, Spanish, Cambodian, Lao, Chinese and Vietnamese will be forwarded to the County Forms Coordinator by the Language Services Bureau when available.

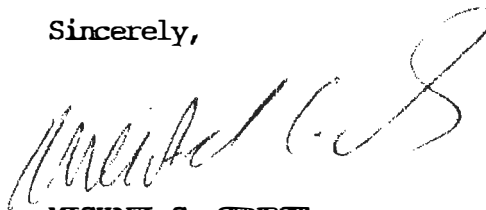
CONTACTS

If you have program specific questions, please contact the appropriate program staff in the DHS or the CDSS.

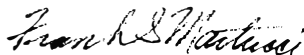
If you have questions about the content of the NA BACK 7, please contact Ann Fajen of the AFDC Policy Implementation Bureau at (916) 654-1797, CALNET 464-1797.

If your question is about the state hearing process, please contact Tom Wilcock of the Administrative Adjudications Division at (415) 557-0526, CALNET 597-0526.

Sincerely,



MICHAEL C. GENEST
Deputy Director
Welfare Programs Division



FRANK S. MARTUCCI
Chief
Medi-Cal Eligibility Branch

Enclosures

c: CWDA