



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

March 7, 2012

Ms. Ann E. Connolly, Director
Tuolumne County Human Services Agency
20075 Cedar Road North
Sonora, CA 95370

Dear Ms. Connolly:

This letter is to advise you that the Corrective Action Plan you submitted on September 26, 2011, in response to the results of our January 2011 Civil Rights Compliance Review is approved. We applaud your continued efforts and apologize for the late approval.

We will be monitoring the implementation of your corrective action items through your Civil Rights Coordinator.

If you have any questions, please contact Claudia Cabrera at (916) 654-2107. You may also contact us by e-mail at crb@dss.ca.gov.

Sincerely,

JIM TASHIMA, Chief
Civil Rights Bureau
Human Rights and Community Services Division

c: Ms. Amy Arndt, Civil Rights Coordinator

Linda Patterson, Branch Chief
CDSS CalFresh Program M.S. 8-9-32

Mike Papin, Chief
CalFresh Policy Bureau M.S. 8-9-32

Marlene Fleming, Chief
Field Operations Bureau M.S. 8-9-32

Brian Tam, Chief
CalFresh Management Operations Section M.S. 8-9-32

Paul Gardes
CalFresh Policy Bureau M.S. 8-9-32

Thuan Nguyen
Refugee Programs Bureau, M.S. 8-8-46

Joe Torres, Office of Civil Rights
USDA Food and Nutrition Services
Supplemental Nutrition Assistance Program (SNAP)
Western Region

Hope Rios,
USDA Food and Nutrition Services
Supplemental Nutrition Assistance Program (SNAP)
Western Region

Jodie Berger, Regional Counsel
Legal Services of Northern California

**COUNTY OF TUOLUMNE
DEPARTMENT OF SOCIAL SERVICES
CORRECTIVE ACTION PLAN
FOR
CIVIL RIGHTS COMPLIANCE REVIEW
Conducted January 27, 2011**



Submitted by:
Amy Arndt, Civil Rights Coordinator
County of Tuolumne Human Services Agency
September 26, 2011

This Corrective Action Plan (CAP) is respectfully submitted by the Tuolumne County Department of Social Services (TCDSS) to the California Department of Social Services Civil Rights Bureau in order to address the deficiencies outlined in the Civil Rights Compliance Review Report dated July 26, 2011. The following tables detail each area and element of deficiency discussed in the Report, along with Tuolumne County's plan and timeframe for correction.

III. DISSEMINATION OF INFORMATION

B. Corrective Actions

Informational Element	Corrective Action Required	Corrective Action Plan/Timeframe
Distribution of CDSS' Pub 13	Tuolumne County shall ensure that the Pub 13 pamphlet, "Your Rights Under California Welfare Programs" is both given and explained to program participants in all of the programs for which CDSS has oversight responsibility. <i>Div.21-107.221</i>	TCDSS continually makes all efforts to remain in compliance with this requirement. The Civil Rights Coordinator has also sent a reminder (Attachment 1) to the appropriate program managers to re-educate staff and ensure that the Pub 13 pamphlet continues to be consistently provided and explained to all participants in all programs for which CDSS has oversight responsibility. Completion: August 1, 2011
Translated Pub 13	Tuolumne County shall ensure that the current version of the Pub 13 is available in all languages translated by CDSS and that the available translated versions are given to the clients in their primary language. <i>Div. 21-115.2</i>	In order to supplement the printed English and Spanish language Pub 13 pamphlets available in the TCDSS and Children's Services lobbies, the current versions of the Pub 86-"Everyone is Different, but Equal Under the Law" and Pub 413-"Notice of Interpretive Services" posters are posted prominently in the lobbies. These posters provide essential information in the languages required by CDSS, and clients who do not speak English are directed to point to their language on either of these posters for interpretive services. The Civil Rights Coordinator has also sent a reminder (Attachment 1) to the appropriate program managers to re-educate staff and ensure that the Pub 13 pamphlet are provided to clients in their primary language, which are

		easily accessed via the CDSS website: http://www.cdss.ca.gov/civilrights/PG594.htm Completion: August 1, 2011
Auxiliary aids	Tuolumne County shall ensure the availability of large print, Braille, and auditory aids for participants in all of the programs for which CDSS has oversight responsibility. <i>Div. 21-115.4</i>	TCDSS ensures the availability of auxiliary aids for participants in all of the programs for which CDSS has oversight responsibility by storing them in constantly accessible locations in our main and Children's Services reception offices. In the Children's Services office, these materials were moved from the inappropriate location (interview room) to the appropriate location (reception office) as soon as the problem was discovered. Completion: January 27, 2011

IV. FACILITY ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

A. Findings and Corrective Actions

Facility Location: 20111 Cedar Rd North, Sonora

Facility Element	Corrective Action Required	Corrective Action Plan/Timeframe
Parking	For both posted and wall-mounted signage, additional language on symbol sign and an additional sign below the symbol sign shall state "Minimum Fine \$250.00." (CA T24 11298.4.1) P 133	Posted and wall-mounted parking lot signage has been modified to include additional language below the symbol sign stating, "Minimum Fine \$250.00." Completion: September 6, 2011
Main entrance	A sign with the international symbol of accessibility shall be at every primary entrance and every major junction indicating the direction along or to accessible features. (CA T24 11278.3, ADA 4.1.3(168), CA T2411178.5.1) pp 186, 394 Force to open doors, exterior and interior is 5 pounds maximum. (CA T24 11338.2.5, ADA 4.13.11(2)(a) & (b)) P 201	A sign with the international symbol of accessibility has been posted at every primary entrance and every major junction indicating the direction along or to accessible features. Completion: September 6, 2011 The force to open doors, exterior and interior, has been readjusted to meet the 5 pounds maximum pressure requirement. Completion: September 6, 2011

Restroom	<p>MEN'S: Door sign and wall sign shall be 60" above the floor to the center line of sign.</p> <p>WOMEN'S: Door sign and wall sign shall be 60" above the floor to the center line of sign. Interior Door will have 5 pounds maximum pressure. (CA T24 11338.2.5, ADA 4.13.11 (2)(b)) p 201</p>	<p>MEN'S: Door sign and wall sign have been correctly placed 60" above the floor to the center line of sign. Completion: September 6, 2011</p> <p>WOMEN'S: Door sign and wall sign have been correctly placed 60" above the floor to the center line of sign. Interior Door has been readjusted to meet the 5 pounds maximum pressure requirement. Completion: September 6, 2011</p>
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C. Facility Location: 20075 Cedar Rd. North, Sonora

Facility Element	Corrective Action Required	Corrective Action Plan/Timeframe
Parking	<p>For both posted and wall-mounted signage, additional language on symbol sign and an additional sign below the symbol sign shall state "Minimum Fine \$250.00." (CA T24 1129B.4.1) P 134</p> <p>Sign height shall be 80" minimum from bottom of sign to top of finish grade. (CA T24 1129B.4.1, ADA 4.6.5) P 134</p> <p>Sign height shall be 80" minimum from bottom of sign to top of finish grade. (CA T24 1129B.4.1, ADA 4.6.5) P 134</p> <p>The words "NO PARKING" shall be painted on the ground in each 5' or 8' loading and unloading access aisle in white letters no smaller than 12". (CAT241129B.3.1)p 136</p>	<p>Posted and wall-mounted signage has been modified to include additional language on symbol sign and an additional sign below the symbol sign stating, "Minimum Fine \$250.00." Completion: September 6, 2011</p> <p>Sign height has been correctly placed 80" minimum from bottom of sign to top of finish grade. Completion: September 6, 2011</p> <p>Sign height has been correctly placed 80" minimum from bottom of sign to top of finish grade. Completion: September 6, 2011</p> <p>The words "NO PARKING" have been painted on the ground in each 5' or 8' loading and unloading access aisle in white letters no smaller than 12". Completion: September 6, 2011</p>
Exterior entrance	Force to open doors, exterior and interior is 5 pounds maximum. (CA T24	Force to open doors, exterior and interior, has been readjusted to meet the 5 pounds maximum

	<p>1133B.2.5, ADA 4.13.11(2)(a) & (b)) p 207</p> <p>Force to open doors, exterior and interior is 5 pounds maximum. (CA T24 1133B.2.5, ADA 4.13.11(2)(a) & (b)) P 207</p>	<p>requirement. Completion: September 6, 2011</p> <p>Force to open doors, exterior and interior, has been readjusted to meet the 5 pounds maximum requirement. Completion: September 6, 2011</p>
Client lobby	<p>Where permanent identification is provided for rooms and spaces, signs are installed on the wall adjacent to the latch outside of the door. (CA T24 1117B.5.7, ADA 4.30.6) P 397</p> <p>Mounting height is 60" above the finished floor to the center of the sign. (CA T24 1117B.5.7, ADA 4.30.6) p 397</p>	<p>Where permanent identification is provided for rooms and spaces, signs have been installed on the wall adjacent to the latch outside of the door. Completion: September 6, 2011</p> <p>Mounting height has been correctly placed 60" above the finished floor to the center of the sign. Completion: September 6, 2011</p>
Restroom	<p>MEN'S: Door sign and wall sign shall be 60" above the floor to the center line of sign. For permanent identification, the sign shall be installed on the wall adjacent to latch outside of door. If there is no space, including at double leaf doors, the sign shall be placed on nearest adjacent wall, preferably on the right. (CA T24 1117B.5.7, ADA 4.30.6) P 286</p> <p>Raised characters shall be raised 1/32" minimum and shall be Sans Serif upper case characters accompanied by Grade 2 Braille. ICA T241117B.5.5.1, ADA 4.30.4) P 286</p> <p>Urinals: Where there are urinals provided, at least one</p>	<p>MEN'S: Door sign and wall sign has been correctly placed 60" above the floor to the center line of sign. For permanent identification, the sign has been installed on the wall adjacent to latch outside of door. Completion: September 6, 2011</p> <p>Raised characters are raised 1/32" minimum and are Sans Serif upper case characters accompanied by Grade 2 Braille. Completion: September 6, 2011</p> <p>Urinals: Where there are urinals provided, at least one (1) provides</p>

	<p>(1) shall provide a clear floor space of 30" wide x 48" deep in front of the urinal to allow for a forward approach. This clear space may extend 6" maximum under the urinal if the urinal has a 9" minimum toe clearance from the floor to the urinal's bottom. (CA T24 1115B.4.2.3, ADA 4.18.3 & 4.22.5) P 289</p> <p>The hardware shall be centered between 30" and 44" above the floor (CA T2401133B2.5.2) (ADA 4.13.9) P 211</p> <p>WOMEN'S: Door sign and wall sign shall be 60" above the floor to the center line of sign. For permanent identification, the sign shall be installed on the wall adjacent to latch outside of door. If there is no space, including at double leaf doors, the sign shall be placed on nearest adjacent wall, preferably on the right. (CA T24 1117B.5.7, ADA 4.30.6) P 286</p> <p>Raised characters shall be raised 1/32" minimum and shall be Sans Serif upper case characters accompanied by Grade 2 Braille. (CA T24 1117B.5.5.1, ADA 4.30.4) P 286</p>	<p>a clear floor space of 30" wide x 48" deep in front of the urinal to allow for a forward approach. Completion: September 6, 2011</p> <p>The hardware has been centered between 30" and 44" above the floor Completion: September 6, 2011</p> <p>WOMEN'S: Door sign and wall sign have been correctly placed 60" above the floor to the center line of sign. For permanent identification, the sign has been installed on the wall adjacent to latch outside of door. Completion: September 6, 2011</p> <p>Raised characters are raised 1/32" minimum and are Sans Serif upper case characters accompanied by Grade 2 Braille. Completion: September 6, 2011</p>
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VI. DOCUMENTATION OF APPLICANT/RECIPIENT CASE RECORDS

B. Corrective Actions

Areas of Action	Corrective Action Required	Corrective Action Plan/Timeframe
Documentation if client provided own interpreter.	When applicants/recipients provide their own interpreter, Tuolumne County shall ensure that the applicants/recipients are informed of the potential problems for ineffective communication. Tuolumne County shall document in the case record that the applicants/ recipients were so informed. <i>Div. 21-116.23</i>	Staff is trained upon being hired and annually thereafter regarding how to correctly document any occasion where applicants/recipients provide their own interpreter. The Civil Rights Coordinator has also sent a reminder (Attachment 1) to the appropriate program managers to re-educate staff, and provided the attached guidelines (Attachments 2 & 3) to be reviewed when conducting interviews with client-provided interpreters. Completion: August 1, 2011
Temporary use of a minor (under 18 years of age) as an interpreter	When a minor (under 18 years of age) is used as an interpreter as an interpreter, Tuolumne County shall so document the circumstances requiring <u>temporary</u> use of minors in the case record. <i>Div.21-116.22</i> Only under extenuating circumstances or at the specific request of the applicant/recipient shall Tuolumne County allow a minor (under the age of 18 years) to temporarily act as an interpreter.	Tuolumne County would only allow the temporary use of a minor as an interpreter under acute emergency circumstances. Staff is trained upon being hired and annually thereafter, and the Civil Rights Coordinator has also sent a reminder to the appropriate program managers to re-educate staff regarding how to correctly document this very rare situation. Completion: August 1, 2011
Documentation of interpreter signed confidentiality statement	Consent for the release of information shall be obtained from applicants/recipients When individuals other than Tuolumne County employees are used as interpreters and the case record shall be so	Staff is trained upon being hired and annually thereafter regarding how to correctly handle any occasion where applicants/recipients provide their own interpreter, including proper documentation, as well

	documented. <i>Div.21-116.24</i>	as use of the "Oath of Confidentiality" (Attachment 4) and "Applicant's Authorization for Release of Information"- ABCDM 228 (Attachment 5) forms. The Civil Rights Coordinator has also sent a reminder to the appropriate program managers to re-educate staff regarding ensuring confidentiality when individuals other than Tuolumne County employees are used as interpreters. Completion: August 1, 2011
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The facility-related timeframes for completion have been set in coordination with the Tuolumne County Facilities Department. Please feel free to contact me if you have any questions regarding our Corrective Action Plan for the 2011 Tuolumne County Department of Social Services Civil Rights Compliance Review.

Respectfully submitted,

Amy Arndt, Civil Rights Coordinator
County of Tuolumne, Human Services Agency

Cabrera, Claudia@DSS

From: Amy Arndt [AArndt@co.tuolumne.ca.us]
Sent: Monday, September 26, 2011 11:35 AM
To: Cabrera, Claudia@DSS
Cc: Ann Connolly; Steve Boyack; DeClercq, Kathy@tuolumne; Ed Hoag
Subject: Tuolumne County Civil Rights Review-Corrective Action Plan 2011
Attachments: Corrective Action Plan 2011-13.pdf; Corrective Action Plan 2011-13 Attachment 1.pdf; Corrective Action Plan 2011-13 Attachment 2.pdf; Corrective Action Plan 2011-13 Attachment 3.pdf; Corrective Action Plan 2011-13 Attachment 4.pdf; Corrective Action Plan 2011-13 Attachment 5.pdf

Hi Claudia,

Tuolumne County DSS' Corrective Action Plan related to the CDSS Civil Rights Bureau's 2011 Compliance Review Report is attached for your review. Please feel free to contact me if you have any questions or concerns regarding this plan. Thank you!

Amy Arndt, Staff Services Analyst
Tuolumne County Human Services Agency
20075 Cedar Road North, Sonora, CA 95370
209.533.5793 phone / 209.533.7330 fax

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Corrective Action Staff Reminder

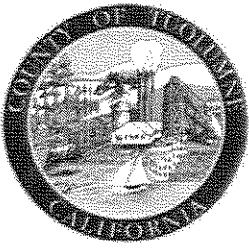
Civil Rights Issue	Corrective Action Required	Corrective Action Plan/Reminder
Distribution of CDSS' Pub 13	Tuolumne County shall ensure that the Pub 13 pamphlet, "Your Rights Under California Welfare Programs" is both given and explained to program participants in all of the programs for which CDSS has oversight responsibility. <i>Div.21-107.221</i>	<i>Please consistently provide and explain the Pub 13 to all participants of any programs overseen by the California Department of Social Services (CDSS), as well as briefly document that you have provided this service.</i>
Translated Pub 13	Tuolumne County shall ensure that the current version of the Pub 13 is available in all languages translated by CDSS and that the available translated versions are given to the clients in their primary language. <i>Div. 21-115.2</i>	<p><i>Please be aware of where the posters mentioned below are posted (in each lobby) and ensure that the Pub 13 pamphlets are provided to clients in their primary language. These pamphlets are easily accessed via the CDSS website:</i> http://www.cdss.ca.gov/civilrights/PG594.htm</p> <p>In order to supplement the printed English and Spanish language Pub 13 pamphlets available in the main TCDSS and Children's Services lobbies, the current versions of the Pub 86-"Everyone is Different, but Equal Under the Law" and Pub 413-"Notice of Interpretive Services" posters are posted prominently in the lobbies. These posters provide essential information in the languages required by CDSS, and clients who do not speak English are directed to point to their language on either of these posters for interpretive services.</p>
Auxiliary aids	Tuolumne County shall ensure the availability of large print, Braille, and auditory aids for participants in all of the programs for which CDSS has oversight responsibility. <i>Div. 21-115.4</i>	<i>Please be aware that auxiliary aids are available for participants of any programs overseen by the California Department of Social Services (CDSS). These aids are stored in the reception offices of our main TCDSS and CWS offices.</i>

Corrective Action Staff Reminder

Civil Rights Issue	Corrective Action Required	Corrective Action Plan/Reminder
Documentation if client provided own interpreter.	When applicants/recipients provide their own interpreter, Tuolumne County shall ensure that the applicants/recipients are informed of the potential problems for ineffective communication. Tuolumne County shall document in the case record that the applicants/ recipients were so informed. <i>Div. 21-116.23</i>	<i>Please review the DSS Staff and Volunteer Interpreter Guidelines (Attachments 1 & 2) now and whenever you are scheduled to conduct an interview with a client-provided interpreter, as well as briefly document that you have informed the client of potential problems for ineffective communication when using their own interpreter.</i>
Temporary use of a minor (under 18 years of age) as an interpreter	<p>When a minor (under 18 years of age) is used as an interpreter, Tuolumne County shall so document the circumstances requiring <u>temporary</u> use of minors in the case record. <i>Div.21-116.22</i></p> <p>Only under extenuating circumstances or at the specific request of the applicant/recipient shall Tuolumne County allow a minor (under the age of 18 years) to temporarily act as an interpreter.</p>	<p>Tuolumne County would only allow the temporary use of a minor as an interpreter under acute emergency circumstances.</p> <p><i>Please thoroughly document your reasons for temporarily using a minor as an interpreter in the rare event that this is necessary.</i></p>

**Civil Rights Compliance Report
Corrective Action Staff Reminder**

Civil Rights Issue	Corrective Action Required	Corrective Action Plan/Reminder
Documentation of interpreter signed confidentiality statement	Consent for the release of information shall be obtained from applicants/recipients When individuals other than Tuolumne County employees are used as interpreters and the case record shall be so documented. Div.21-116.24	Client confidentiality must be ensured whenever individuals other than Tuolumne County employees are used as interpreters. <i>Please document, as well as use of the "Oath of Confidentiality" (Attachment 3) and "Applicant's Authorization for Release of Information"-ABCDM 228 (Attachment 4) forms whenever utilizing interpreters who are not County employees.</i>



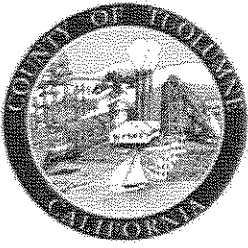
Tuolumne County Department of Social Services
 20075 Cedar Road North, Sonora, CA 95370
 (209) 533-5711

Civil Rights

DSS Staff Guidelines for Volunteer & Client Provided Interpreters

Working effectively with an interpreter, whether from our community or provided by the DSS client, is of utmost importance in insuring the provision non-discriminatory services to all, regardless of national origin or disability. Before conducting an interview with the interpreter, please review the following guidelines:

- *Allow at least twice as much time as you would for an English-only interview.*
- *Before beginning, Give the interpreter a copy of the "Volunteer Interpreter Guidelines" and discuss your expectations with him/her.*
- *Have the interpreter sign the "Oath of Confidentiality" form. Stress that everything said in the interview is to be kept confidential.*
- *Have the client complete the "Authorization for Release of Information" form, allowing the interpreter to participate in the interview.*
- *Sit facing both the client and the translator, in a triangle formation. Speak to the client directly, and not to the translator. Use the first person, 'I' and 'you' instead of 'ask him or her'.*
- *Explain to the client, through the translator, that everything you and the client say is to be translated word-for-word, no exceptions.*
- *Explain your role and the interpreter's role, including the fact that all matters discussed are confidential.*
- *Explain the purpose of the interview, followed by the actual interview.*
- *Speak slowly and clearly: a sentence-by-sentence translation is necessary. Keep your sentences or questions relatively brief.*
- *Avoid the use of acronyms, 'social services' jargon, slang, and idioms, which are difficult to translate word for word.*
- *Be aware of the body language of both the interpreter and the client. Visual clues that there is a lack of understanding or miscommunication are to be addressed immediately. Be prepared to call in a second interpreter, if necessary.*
- *Speak in concrete terms. "May", 'maybe', 'could', and 'would' have different implications in different languages.*
- *Seek assurances of comprehension by asking the client to repeat what s/he understands you to be saying. Never ask, "Do you understand?"*
- *Encourage the client to ask questions at any time.*
- *Note in the case file that the client's service needs were met by the use of the volunteer or client provided interpreter, including his/her name for future reference.*



Civil Rights

Volunteer Interpreter Guidelines

Tuolumne County Department of Social Services
20075 Cedar Road North, Sonora, CA 95370
(209) 533-5711

Translation of a foreign or sign language into the English language for people wishing to access social services (such as: public assistance, medical programs, elder/disabled services, children's services) is occasionally needed in Tuolumne County. For the purpose of insuring effective communication, please follow these guidelines when you are called to provide volunteer interpreter services:

- *Before beginning, be prepared to discuss what the Department of Social Services (DSS) staff member's expectations are for the interview.*
- *Be prepared to sign and uphold an Oath of Confidentiality as these interviews are always confidential.*
- *Sit facing both the client and the DSS staff person, in a triangle formation.*
- *A sentence-by-sentence translation is necessary. Everything the DSS staff person says during the interview is to be translated. If you, the interpreter, need clarification, please ask the DSS staff person before translating a sentence.*
- *Avoid carrying on side conversations with the DSS client, even if s/he initiates it. Explain your responsibilities as the interpreter for DSS services.*
- *Everything that the DSS staff person says must be translated. If DSS terminology or acronyms are used, don't guess - ask for clarification.*
- *Avoid the use of slang and idioms, which are difficult to translate word for word.*
- *Never assume or answer on behalf of a DSS client needing your services!*
- *Speak in concrete terms. "May", 'maybe', 'could', and 'would' have different implications in different languages.*
- *Be aware of the DSS client's body language, hesitations or quizzical facial expressions. Seek assurances of comprehension by asking the client to repeat what s/he understands you to be saying. Never ask, "Do you understand?"*
- *Encourage the client to ask questions any time s/he needs to for further clarification.*
- *Make time after the client has exited to debrief with the DSS staff person.*

COUNTY OF TUOLUMNE

OATH OF CONFIDENTIALITY

I, the undersigned, hereby agree not to divulge any information of records concerning any client/patient without proper authorization in accordance with California Welfare and Institutions Code, Section 5328, et seq.; 10850 and California Penal Code Section 1203.

I recognize the unauthorized release of confidential information may make me subject to a civil and/or criminal action under provision of the Welfare and Institutions Code and Title 9 California Administrative Code, as follows:

W & I Code, Section 5330: Any person may bring an action against an individual who has willfully and knowingly released confidential information or records concerning the person in violation of the provisions of this chapter, for the greater of the following amounts:

- (1) Five hundred dollars (\$500.00)
- (2) Three times the amount of actual damages, if any, sustained by the plaintiff

Any person may, in accordance with the provisions of Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure, bring an action to enjoin the release of confidential information or records in violation of the provisions of this chapter, and may in the same action seek damages as provided in this section.

It is not a prerequisite to an action under this section that the plaintiffs suffer or be threatened with actual damages.

W & I Code, Section 10850 (b) "Any person knowingly and intentionally violating the provisions of this subdivision is guilty of a misdemeanor."

Title 9, California Administrative Code, Section 942, Oath of Confidentiality; All officers and employees of the department collecting, maintaining and utilizing any patient data information in the course of their duties with the department shall sign an oath of confidentiality.

I agree not to divulge to any unauthorized party any client/patient data information obtained from any facility by the department.

I recognize that unauthorized release of confidential information may make me subject to a civil and/or criminal action under the provisions of the Welfare and Institutions Code, and may result in the termination of any officer of employment.

Name (please print)

Position Title/Department

Signature

Date

APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

(AGENCY OR INDIVIDUAL FROM WHOM INFORMATION IS REQUESTED)

To:

1. _____, RESIDING AT _____

_____, HEREBY AUTHORIZE YOU TO RELEASE TO THE

(NAME OF AGENCY, INSTITUTION, INDIVIDUAL PROVIDER)

SPECIFIC

INFORMATION REQUESTED BY THIS AGENCY WHICH I CANNOT PROVIDE CONCERNING _____

THIS INFORMATION IS NEEDED FOR THE FOLLOWING PURPOSE _____

THIS FORM WAS COMPLETED IN ITS ENTIRETY AND WAS READ BY ME (OR READ TO ME) PRIOR TO SIGNING.

SIGNATURE OF APPLICANT		DATE
BIRTHPLACE	BIRTHDATE	MAIDEN NAME OF MOTHER
SIGNATURE OR NAME OF SPOUSE		DATE
BIRTHPLACE OF SPOUSE	BIRTHDATE OF SPOUSE	MAIDEN NAME OF SPOUSE'S MOTHER