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

CDSS

JOHN A. WAGNER
DIRECTOR

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REASON FOR THIS TRANSMITTAL

[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

December 10, 2009

ALL COUNTY LETTER NO. 09-79

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CIVIL RIGHTS COORDINATORS

SUBJECT: ANNUAL CIVIL RIGHTS PLANS

REFERENCES: FOOD AND NUTRITION SERVICE INSTRUCTION 113.1, MANUAL OF POLICIES AND PROCEDURES (MPP) SECTION 21-201.22, MPP SECTION 21-201.3, AND ALL COUNTY LETTER (ACL) 01-28.

This is to inform you of the changes made to the Annual Civil Rights Plan (ACRP) content and review process. These changes were made to streamline the ACRP review and approval process. The ACRP will now be referred to as the Civil Rights Compliance Plan (CRCP).

As you know, the California Department of Social Services (CDSS) Civil Rights Bureau (CRB) has the responsibility for monitoring counties to ensure compliance with civil rights laws. This includes reviewing and approving individual county CRCPs. The purpose of these plans is to outline in detail how the counties will comply with state and federal civil rights requirements stated in MPP 21-100.

Previously, these plans were due on an annual basis. Beginning January 1, 2010, the CRB will now require that counties submit a full CRCP two months prior to their upcoming on-site civil rights compliance review. It should be noted that if any significant changes occur after a county has submitted a CRCP, that the counties are required to provide CRB with an update. An example of a significant change would be a change in population that requires changes in hiring, new Civil Rights Coordinators, new facilities that may impact access, etc. The update should be submitted within 30 days of the change. Counties should contact their CRB liaison if they have any questions on whether a change is considered significant. Counties are reminded that there are on-going obligations that are done on an on-going basis, regardless of the change in

frequency and/or timing of the annual plan submission. An example is evaluating and anticipating population changes so to have sufficient interpreters available.

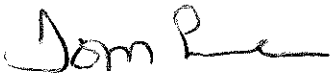
Counties that are scheduled to be reviewed in 2010 and have submitted their CRCP for 2010 prior to January 1, 2010, do not need to resubmit a new plan. They must however, still submit an update for 2010 if there are significant changes to their 2010 plan.

Additionally, counties now have the option of submitting their plan electronically, and should do so if possible. Counties can also turn in the main plan electronically, and a complete hard copy set with attachments, if scanning would be too difficult. They must, however, still submit a signed hard-copy Assurance of Compliance form, with an original signature. The plan, either hardcopy or electronic, should be sent to their CDSS CRB liaison.

Counties will no longer receive a separate approval letter for their CRCPs. The plans will be approved as part of the compliance review process. Any deficiencies in the CRCPs will be addressed through the compliance review process.

If you have any questions about this notice or need further assistance, please contact Ramon Lopez at (916) 654-2107 or via e-mail at ramon.lopez@dss.ca.gov.

Sincerely,



TOM LEE
Deputy Director
Human Rights and Community Services
Division