

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 15, 1980

ALL-COUNTY INFORMATION NOTICE I-102-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL SERVICE WORKER TIME SURVEY - SOC 241  
(OCTOBER - DECEMBER 1980)REFERENCE: MANUAL OF POLICIES AND PROCEDURES, STATISTICAL REPORTS,  
SECTION 26-516

The Title XX Social Services Worker One-Day Time Survey for the October - December 1980 report quarter is scheduled for Wednesday, October 15, 1980. All county welfare departments must conduct the survey on this date using the revised Social Services Worker Time Sheet, Form SOC 241 (11/79), unless the county has prior approval from the Statistical Services Branch (SSB) to use another date. A different survey date should be discussed with SSB if the county welfare director feels staff training, other planned activities, or other factors on the survey date would significantly affect the results of the survey.

Mail the completed time sheets no later than ten working days after the survey is completed (by October 29, 1980) to the:


Statistical Services Branch  
Department of Social Services  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

County welfare departments may order a supply of the survey forms (SOC 241) needed for this survey from the Department of Social Services Warehouse by submitting a Forms Order (GEN 727B) to the following address:

Department of Social Services Warehouse  
6150 27th Street  
Sacramento, CA 95822

Any questions concerning the Social Services Worker Time Survey should be directed to the Statistical Services Branch at (916) 322-2230 or (ATSS) 492-2230.

Sincerely,



CLAUDE E. FINN  
Deputy Director  
Administration Division

*FOR*

cc: CWDA