

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



December 17, 1985

ALL-COUNTY INFORMATION NOTICE I-11-85 Errata

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: Errata to Civil Rights Discrimination Investigation Guidelines

REFERENCE: Division 21-203

This is a follow up to All-County Information Notice I-11-85 which forwarded the Civil Rights Discrimination Investigation Guidelines. The purpose of this notice is to direct you to delete attachment E (Sample affidavit) in the guidelines and replace it with the attached Sample Declaration.

As a result of recommendations from county staff attending the training workshops and concurring advice from our legal staff, we have determined that the declaration is the more appropriate format for use in the investigative process. I would like to express my appreciation to the county staff who provided this input and encourage the continuing effort of all county staff in providing advice to the state in improving our programs.

A handwritten signature in cursive script, reading "Robert T. Sertich", is positioned above the typed name.

ROBERT T. SERTICH  
Deputy Director  
Administration

cc: All-County Civil Rights Coordinators  
All-County District Attorneys-Child Support Divisions  
CWDA

Attachment

(Sample Declaration)

(Introductory Statements)

DECLARATION OF \_\_\_\_\_  
(Name of declarant)

I, \_\_\_\_\_, declare as follows:

1. I have personal knowledge of the facts stated below and if called as a witness I could competently testify thereto.

2. My address is \_\_\_\_\_ and my telephone number is \_\_\_\_\_.

3. I am employed by \_\_\_\_\_  
(name of employer)

as a \_\_\_\_\_ and have been so employed for \_\_\_\_\_  
(title or position)  
\_\_\_\_\_ years.

(Factual Statements)

4. (Beginning with this paragraph factual statements should be entered. Be sure to include dates and times, if relevant).

(Closing Statements)

(Following all factual statements, the declaration should conclude with this statement.)

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_, at \_\_\_\_\_,  
(Date) (City)

California.

\_\_\_\_\_  
Declarant Signature

\_\_\_\_\_  
Witness Signature