

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



December 4, 2003

REFUGEE COORDINATOR LETTER NO. 03-29

TO: COUNTY COORDINATORS

In order to effectively communicate with our stakeholders, the Refugee Programs Branch is requesting your assistance in developing an e-mail address list which will consist of Mutual Assistance Associations (MAAs), Voluntary Agencies (VOLAGs), and service providers. By compiling this list, it will assist us to quickly and economically disseminate important information directly to these groups. In light of the budget crisis, e-mail by group distribution will help us reduce time and costs.

Please provide or have the agency provide the following information:

Name of Organization  
Category type (MAA, VOLAG, or Service Provider)  
Name of Individual; Title  
**\*E-mail address**  
Mailing address  
Phone number (with area code)  
FAX number

Of course we will need to keep this list updated and would appreciate it if you keep us notified as you become aware of changes in the list.

Please forward the requested information to [Phyllis.Iwasaki@dss.ca.gov](mailto:Phyllis.Iwasaki@dss.ca.gov) by December 31, 2003. Thank you very much.

Sincerely,

Original signed by:  
Thaun Nguyen  
On December 4, 2003

THUAN NGUYEN, Chief  
Refugee Programs Branch