

January 4, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 21-02

This All County Letter (ACL) serves as a reminder and provides guidance to county welfare departments and other agencies regarding modifying "Department Developed Required Forms."



KIM JOHNSON
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

January 4, 2021

ALL COUNTY LETTER (ACL) NO. 21-02

TO: ALL COUNTY WELFARE DIRECTOR
ALL NON-PROFIT CONSORTIUM
ALL FORMS COORDINATORS

SUBJECT: MODIFYING DEPARTMENT DEVELOPED REQUIRED FORMS

REFERENCE: [MANUAL OF POLICIES AND PROCEDURES \(MPP\)](#)
[SECTIONS 23-400.11, 23-400.212, AND 23-400.22](#)

It has been brought to the attention of the California Department of Social Services (CDSS) that counties have been modifying CDSS required forms without the proper consent.

The Manual of Policies and Procedures ([MPP](#)) [section 23-400.11](#) states that forms in the Required Forms – No Substitute Permitted category may not be modified or restructured. No changes can be made to a required form unless the modifications or restructuring is required to accommodate an Electronic Data Processing (EDP) system.

The MPP section 23-400.212 allows County Welfare Departments (CWD)/agencies to reformat or restructure a required form for the purpose of accommodating an EDP system, provided that prior Departmental approval is obtained.

In accordance with MPP section 23-400.22, when the CWD/agencies intend to modify a required form, they shall submit a written request for approval of the proposed version to the Department before implementing the proposed version. The written request for approval shall (a) identify the proposed changes, (b) explain how the proposed changes improve the form, and (c) include a draft of the proposed version. The Department will notify the CWD/agency in writing within 30 to 60 days of receiving the request of the action taken.

For your reference, copies of Sections 23-400.212 and 23-400-22 have been included in this notice (see attached).

All County Letter No. 21-02
Page Two

If you have any questions or need additional guidance regarding the information in this letter, please contact the [Forms Management Unit](#) at (916) 657-2586.
Sincerely,

Original Document Signed By

KÄREN DICKERSON,
Deputy Director
Administration Division

Attachment

23-400	FORMS MANAGEMENT (Continued)	23-400
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- b. The Department may develop and make available forms for CWD/agency use in any of the following circumstances:
- (1) The form will be used by CWDs/agencies in conjunction with other local agencies; or
 - (2) The form will be used to communicate information between CWDs/agencies or between CWDs/agencies and some state or federal agency; or
 - (3) The development of individual CWD/agency forms would require excessive total amounts of CWD/agency administrative time.

.11 Categories of Department Developed Forms

Department forms developed in accordance with the above criteria are divided into the following types:

.111 Required Form - No Substitute Permitted

Forms in this category are required forms that the CWD/agency may not modify or restructure. However, overprinting or reformatting under the conditions outlined in Section 23...400.211, Overprinting Required Forms and 23-400.212, EDP Modifications, is permitted.

A Department developed form is assigned to this category if (a) the form is legally mandated or federally required, (b) uniformity is necessary in the gathering or reporting of data or (c) the forms will be used to communicate information between CWDs/agencies or between CWDs/agencies and some state or federal agency.

23-400 FORMS MANAGEMENT (Continued)**23-400****.2 County Welfare Department Forms Responsibilities**

In order for the Department to provide forms that meet the needs of the CWDs/agencies, it is important and necessary that the CWDs/agencies communicate their forms need to the Department. These include: (a) specifying needs for new forms, (b) identifying problem areas in the use of current Department forms, (c) suggesting improvements on current Department forms, and (d) requesting prior Department approval for any modification or substitution of a required Department form. The CWDs/agencies shall submit their forms concerns, requests and suggestions to the program or office responsible for the form as designated in the County Forms Catalog (see Section 23-400.4).

.21 Modification or Substitution of Required Forms

The CWDs/agencies may print supplies of Department developed forms. However, any modification or substitution of a required Department form must be approved by the Department before CWD/agency use.

.211 Overprinting Required Forms

In relation to required forms, overprinting is a process by which the CWD/agency prints additional information over a current required form without modifying the format, structure, or legal content of the form. This can be done either by overprinting an actual Department form or by printing a Department form locally with the CWD/agency information added to it. The CWDs/agencies may overprint required forms provided that the information added does not conflict with program policy/regulation. The following have been identified as acceptable overprinting purposes and do not require prior state approval: (a) to identify the CWD/agency, (b) to add information to the "County Use Only" section, or (c) to add EW instructions. Overprinting for purposes other than those specified above must be approved by the Department before CWD/agency use.

.212 EDP Modifications

CWDs/agencies may reformat or restructure required Department forms for the purpose of accommodating individual CWD/agency Electronic Data Processing (EDP) systems, provided that prior Department approval is obtained.

23-400	FORMS MANAGEMENT (Continued)	23-400
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.22 **Approval Procedure**

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