

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 5, 1979

ALL-COUNTY INFORMATION NOTICE No. 1-98-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL SERVICE WORKER TIME SURVEY - SOC 241  
(OCTOBER-DECEMBER 1979)

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 1979 report quarter is scheduled for Thursday, October 18, 1979. All county welfare departments must conduct the survey on this date using the revised Social Services Worker Time Sheet, Form SOC 241 (7/78) unless the county has prior approval from Statistical Services Bureau (SSB) to choose another date. A different survey date should be discussed with SSB if the county welfare director feels staff training or other planned activity on the survey date would appreciably decrease the number of social workers surveyed.

The completed time sheets should be mailed no later than ten working days after the survey is completed (by November 1, 1979) to the:

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

Up to now Social Services Worker Time Sheets, Form SOC 241 have been routinely sent to your county contact person. This is the last quarter that we will be mailing county welfare departments a supply of the report forms (Form SOC 241). Henceforth, county welfare departments should order the supply of the forms they will need from the Department of Social Services Warehouse by submitting Forms Order (GEN 727B) to the following address:

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "R. E. Reich". The signature is written in a cursive style with a large, sweeping initial "R".

R. E. REICH  
Deputy Director  
Administration Division

cc: CWDA