

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 5, 1980

ALL-COUNTY INFORMATION NOTICE I- 96-80

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ANNUAL UNDUPLICATED TITLE XX SOCIAL SERVICES STATISTICAL REPORT

REFERENCE: MANUAL OF POLICIES AND PROCEDURES, STATISTICAL REPORTS, SECTIONS
26-514.04 and 26-514.05

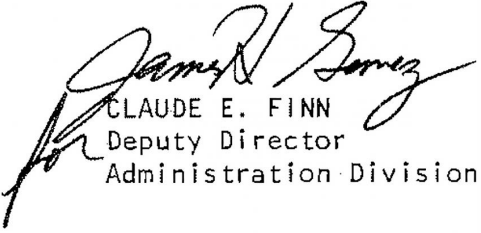
Counties are reminded again this year that they are required to submit an annual Title XX Social Services Statistical Report for the 12-month period ending September 30, 1980. The report consists of the current SOC 242 Forms 1, 2A, 2B, and Form 5 dated July 1979 (and for some counties, Form 7). Form 3 is not required for the annual report. Do not enter counts for Vietnamese and Cambodian refugees on Form 1 or Title IV-C (WIN) Appraisals on Form 2B on the annual unduplicated statistical report. The completed county reports are due to be received by the Statistical Services Branch of the Department of Social Services in Sacramento not later than November 20, 1980.

Counties must submit unduplicated data, either by actual count or by estimating although an actual count is preferred. Every county is urged to base their report on an actual unduplicated count, if this is at all possible. Indicate on the title page which method is used. If you use a mixture of "actual" counts and "estimated" counts, please footnote your report accordingly.

For the past three years the State has provided unduplicating factors to counties which have no method developed to obtain actual counts. This was a temporary measure to provide counties with time to develop methods to collect the actual data needed for the annual report. This is the fourth year in which this report is mandated and counties should have been able to develop methods to obtain these counts. (Most counties have developed such methods, and are submitting annual reports based on actual data.) We urge those counties which have not yet developed the capability to prepare an annual unduplicated report based on actual counts to do so before the next annual report is due next year. If any county needs assistance in developing such a system, staff in the Statistical Services Branch can provide assistance.

If you have questions about the annual statistical report, please contact David Webber at (916) 322-4662 or (ATSS 492-4662.

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration Division