

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-6250



September 30, 1981

ALL-COUNTY INFORMATION NOTICE I-123-81

TO: COUNTY WELFARE DIRECTORS
AUDITORS
DISTRICT ATTORNEYS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY FORMS CATALOG

REFERENCE:

Attached is the 1981 edition of the Department of Social Services (DSS) County Forms Catalog. The catalog includes all forms and publications available to the counties/agencies through the Department of Social Services Warehouse.

As referenced in ACL No. 81-64, the Department of Social Services started charging for forms effective July 1, 1981. Prices shown in the catalog are computed to cover all printing and distribution costs. CWD's/Agencies will be billed on a quarterly basis beginning in October. Invoices will show all GEN 727B's (by order number) shipped within the quarter and the individual total for each.

Sold forms are identified in the catalog with the current price listed in the far right column. Free forms are identified by the word "FREE" in the same column. Please submit orders for free and sold forms on a separate GEN 727B, Forms Order.

Forms with revision dates prior to the most recent printing will be shipped by Department of Social Services Warehouse provided the older revision is still valid. These valid forms bearing older revision dates will not be accepted by the Warehouse in exchange for the latest revision.

Whenever possible, the Department of Social Services will keep the obsoleting of forms to a minimum. However, when State or Federal Legislation/Regulation changes make it necessary to obsolete a form, DSS will credit CWD's/Agencies for the return of their obsoleted stock. The shipping costs for the return of this stock must be paid by the county.

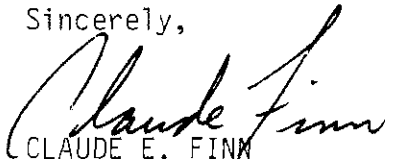
The amount credited will be the unit price of the form at the time of obsolescence, and applied to the current quarter's bill.

Counties should use the Notice of Forms Change, GEN 127, to update their forms catalog, and to notify program staff of forms changes. The GEN 127 is now numbered and sent in duplicate to each county (Director and Supply Clerk). To obtain a copy of the missing GEN 127, contact DSS Printing Unit at (916) 445-1781.

Agencies should begin using this catalog immediately. Questions concerning the distribution and billing process or requests for additional catalogs should be directed to:

DSS Warehouse
6150 27th Street
Sacramento, CA 95822
(916) 322-6250 or (916) 322-6355

Sincerely,



CLAUDE E. FINN
Deputy Director
Administration Division

Attachment