

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 27, 1981

ALL-COUNTY INFORMATION NOTICE I-20-81

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL SERVICE WORKER TIME SURVEY - SOC 241  
(APRIL-JUNE 1981)REFERENCE: MANUAL OF POLICIES AND PROCEDURES, STATISTICAL REPORTS,  
SECTION 26-516

The Title XX Social Services Worker One-Day Time Survey for the April-June 1981 report quarter is scheduled for Tuesday, April 21, 1981. All county welfare departments must conduct the survey on this date, unless the county has prior approval from the Statistical Services Branch (SSB) to use another date. A different survey date should be discussed with SSB if the county welfare director feels staff training, other planned activities, or other factors on the survey date would significantly affect the results of the survey.

The survey should be completed on the revised Social Services Worker Time Sheet, Form SOC 241 (11/79). Mail the completed time sheets no later than ten working days after the survey is completed (by May 5, 1981) to the:

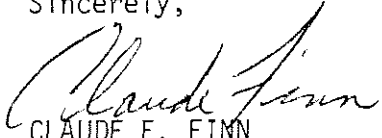
Statistical Services Branch  
Department of Social Services  
744 P Street, Mail Station 12-81  
Sacramento, CA 95814

County welfare departments may order a supply of the survey forms (SOC 241) needed for this survey from the Department of Social Services Warehouse by submitting a Forms Order (GEN 727B) to the following address:

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

Any questions concerning the Social Services Worker Time Survey should be directed to Kip Steely at (916) 323-2330 or (ATSS) 473-2330.

Sincerely,

A handwritten signature in cursive script that reads "Claude E. Finn". The signature is written in black ink and is positioned above the typed name.

CLAUDE E. FINN  
Deputy Director  
Administration Division

cc: CWDA