

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



January 4, 2000

ALL COUNTY LETTER NO. 00-01

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: UNANNOUNCED CIVIL RIGHTS COMPLIANCE REVIEWS

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP)  
SECTIONS 21-201.321 THRU .325

The purpose of this All County Letter is to remind counties of the provision of MPP Section 21-201.321, which provides authority for unannounced Civil Rights Compliance Reviews. The goal of the Civil Rights Compliance Review is to ensure the continued implementation and enforcement of the requirements of the federal and state laws, rules, and regulations prohibiting discrimination in the delivery of services in any program receiving federal and/or state funds. This is accomplished through routine on-site reviews of county welfare departments, and on occasion, special compliance reviews as necessary.

These reviews may be unannounced and are conducted when: 1) there is a need to follow up on noncompliance findings from a routine review of program operations and activities; 2) statistical data indicates that a particular group of people are not participating in or benefiting from a program or activity to the extent indicated by the population characteristics of that area; 3) the Director of CDSS requests a review; 4) there are reports of noncompliance by federal, state or other agencies; or 5) a pattern of complaints of discrimination has developed.

Federal and state laws and their implementing regulations ensure that no person shall, because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, or political belief be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal or state assistance.

As a result of increased concerns raised by advocates regarding compliance with Title VI requirements, the department has committed to increasing the use of unannounced visits as a means to further ensure compliance with state and federal laws.

Staff in the Civil Rights Bureau will be conducting these unannounced reviews in addition to the scheduled compliance reviews, and will make every effort to minimize disruption to your county operations.

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I would like to take this opportunity to thank you in advance for your cooperation in working with us to ensure the equal delivery of services for all applicants and recipients of public assistance.

If you have any questions regarding this letter, please contact the Civil Rights Bureau at (916) 654-2107.

Sincerely,

***Original Document Signed By  
Jeanne Rodriguez on 1/4/00***

JEANNE RODRIGUEZ  
Deputy Director  
Office of Human Rights