

**NOTICE OF FORM CHANGE NO. 09-027**

DATE

09/01/2009

**TO:**

County Welfare Director  
 Supply Clerk / Forms Coordinator  
 Community Care Licensing District Offices  
 District Attorney  
 Private and Public Adoption Agencies  
 Other

**FROM:**

Forms Management Unit  
 (916) 657-1907

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your California Department of Social Services (CDSS) County Forms Catalog (PUB 69).

FORM NUMBER, REVISION DATE AND TITLE				CW 31 (5/04) English and Spanish Receipt For Documents	
ORDER UNIT	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold		ESTIMATED PRICE	INITIAL SUPPLY SENT	
MASTER ONLY				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> New <input type="checkbox"/> Revised	DATE OF FORM	REPLACES	<input type="checkbox"/> <b>Obsolete</b>		
5/04					
REQUIRED FORM-		REQUIRED FORM-			
<input type="checkbox"/> No Change Permitted		<input type="checkbox"/> Substitute Permitted With Prior DSS Approval		<input checked="" type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT:			<input type="checkbox"/> OTHER:		
<b>Department of Social Services Warehouse</b>			<input checked="" type="checkbox"/> INTERNET:		
<b>P.O. Box 980788</b>			<input type="checkbox"/> INTRANET:		
<b>West Sacramento, CA 95798-0788</b>					

**FORMS DISPOSITION AND SPECIAL INSTRUCTIONS**

DISPOSITION OF OLD SUPPLY	
<input checked="" type="checkbox"/> Use until exhausted	<input type="checkbox"/> Destroy
USE NEW FORM	
<input type="checkbox"/> When supply available in DSS Warehouse	<input type="checkbox"/> Use new form effective _____
USE FORM IN ACCORDANCE WITH	
<input type="checkbox"/> All County Letter No.	
<input type="checkbox"/> Other (specify)	

## ADDITIONAL INFORMATION REGARDING FORM CHANGE

Form is now in Spanish.

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/CW31.PDF>

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/Spanish/CW31SP.pdf>

Camera-ready copies are currently available on the CDSS Internet. Go to [www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

Form information on forms not listed in the catalog, you may contact FMU by e-mail at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov).

Contact Language Services for other languages at (916) 651-8876 or by e-mail at [LTS@dss.ca.gov](mailto:LTS@dss.ca.gov).