



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, MS 8-17-12, Sacramento, CA 95814



EDMUND G. BROWN JR.  
GOVERNOR

June 13, 2013

ALL-COUNTY INFORMATION NOTICE NO.: I-30-13

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY IHSS PROGRAM MANAGERS

SUBJECT: UPDATE TO REQUEST FOR DUPLICATE WARRANT PROCESS FOR  
IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER WARRANTS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The California Office of the State Controller (SCO) has recently provided clarification regarding the process for requesting duplicate warrants/stop payments using the Request for Duplicate Controller's Warrant/Stop Payment (STD 435). The purpose of this information notice is simply to clarify that process and help counties quickly and efficiently assist IHSS providers in completing the process described below.

An STD 435 is required whenever a provider is requesting a duplicate warrant or stop payment for a warrant that was lost or never received. The department that authorized the original warrant (authorizing department, in this case the county IHSS office) will complete the top portion of the STD 435. The pertinent data should be typed or legibly printed. If the information is not legible, SCO will return the form to the department. Next, the authorizing department will have the provider complete the declaration portion of the STD 435. **The provider should make a copy of the STD 435 for their records and mail one copy of the completed STD 435 directly to the SCO, Division of Administration and Disbursements at:**

State Controller's Office  
Administration and Disbursements Office- Post Issuance Unit  
P.O. Box 942850  
Sacramento, CA 94250-5871

The payee must complete the form in non-black, ball point ink. This is to ensure that the SCO receives the STD-435 with original signatures. If it cannot be ascertained whether an original signature is affixed to the STD-435, SCO will return the form to the authorizing department.

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Upon receipt of the properly executed STD. 435, SCO will verify the status of the original warrant and proceed in one of two ways:

1. If the warrant has been cashed, SCO will send a photocopy (front and back) with STD. 435 to the authorizing department.
2. If the warrant is still outstanding, SCO will place a stop payment on the original warrant and issue a duplicate warrant within 7 working days. The duplicate warrant will be mailed directly to the payee.

If you have any further questions regarding this process, please contact the California Department of Social Services County Assistance Line at (916) 551-1003

Sincerely,

***Original Document Signed By:***

EILEEN CARROLL  
Deputy Director  
Adult Programs Division

c: CWDA