

**DEPARTMENT OF BENEFIT PAYMENTS**  
744 P Street, Sacramento, CA 95814

December 13, 1974

ALL-COUNTY LETTER NO. 74-241

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: WELFARE CIVIL RIGHTS PROGRAM

REFERENCE:

Attached for your review and comments is a copy of the California Welfare Civil Rights Program. The program will take effect January 1, 1975, and has been filed with the Department of Health, Education, and Welfare, Office of Civil Rights. The program has been prepared with the constructive assistance of the CWDA Civil Rights Subcommittee and the Merit Systems Services Section of the State Personnel Board. It has additionally been extensively reviewed by staff from this department. I indicated in the plan's cover letter to HEW's Office of Civil Rights that the program will not be final until we receive and consider your comments.

You will soon be asked by Merit Systems Services Division of the State Personnel Board to review your present equal employment opportunity-affirmative action plans. Guidelines are being prepared and will be issued to you during the first week of December 1974, to assist in the preparation of your affirmative action plans and to ensure they meet the requirements of the Civil Rights Program, federal law, HEW regulations, and the Dymally-Alatorre Bilingual Services Act. Your affirmative action plans should be designed to allow and encourage changes that will improve, update or expand in any area of identified need. The California Welfare Civil Rights Program attached is so designed and is not intended to be all inclusive. In each of your departments, other areas of need may become apparent as you develop the program and should be included in your plans.

The Civil Rights Program is consultative in nature, it is directed to achieving organizational change, it assumes commitment to solve the problems, and the state's role will be one of adviser and consultant to help your managers understand and carry out their responsibilities. It focuses attention on problem identification and resolution. State and county staff advisers and managers will jointly diagnose problems and prepare action plans leading to solutions. My belief has been that both a thorough problem identification phase and the development of specific actions to correct identified problems are necessary for

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success. The Civil Rights Program contains both of these elements. Initially, each of you will be asked to make a self-assessment of your own department, based on a complete knowledge of the requirements we must meet. These requirements are included in the attached program and will be detailed in the Cultural Awareness-Affirmative Action training we will soon be providing you and your training staff. Secondly, an ongoing data collection system will provide us with the ability to focus on and eliminate remaining barriers to equal employment and equal delivery of service.

You have the basic responsibility under law to comply with the California Welfare Civil Rights Program. We earnestly seek your commitment to assure the implementation of a positive and aggressive civil rights program in your county. This department will provide guidance and assist you in your program design and implementation and point out those areas that appear to be unrealistically optimistic, as well as areas in which your objectives do not seem to meet stated requirements.

Equal employment opportunity and equal delivery of services without definite action and direction are little more than words. They are, I am sure, shared goals of all of us. Through the implementation of this and successive programs we can achieve genuine progress toward making these goals a reality. Please address your comments and questions to Luis Batiza, Civil Rights Program Manager, by December 20, 1974. We will evaluate all comments and suggestions in light of program objectives, and include all that will improve the quality of the California Welfare Civil Rights Program.

Sincerely,

  
DAVID B. SWOAP  
Director

Attachment

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