

## DEPARTMENT OF SOCIAL SERVICES



April 18, 1980

ALL-COUNTY LETTER NO. 80-24

TO: ALL COUNTY WELFARE DIRECTORS

ATTENTION: QUALITY CONTROL

SUBJECT: FORM EC 201A

REFERENCE:

Enclosed is a copy of form EC 201A which is required for use after obtaining information which has been requested from certain collateral sources. A small supply of this form is being sent under separate cover.

Any time information is obtained from a financial institution (i.e., banks, savings and loans, etc.), according to Government Code Section 7473 of the California Right to Financial Privacy Act, the recipient must be informed within thirty days of the receipt of any information from financial records, (1) what records were viewed, and (2) the date of such viewing. Substitute forms may be used as long as these two items are included.

If you should need additional forms in the future, they may be ordered from the DSS Warehouse using the GEN 727B forms ordering procedure.

Five additional Quality Control forms, which were previously available from State Quality Control, are now to be ordered from DSS Warehouse using the GEN 727B forms ordering procedure. They are:

- EC 161A - Absent Parent Letter
- EC 179A - Home Visit Appointment Letter
- EC 179A - (Spanish) Home Visit Appointment Letter in Spanish
- EC 200A - Request for Verification from a Financial Institution
- EC 202A - Request for Verification from: Life Insurance Agencies, Employers, Schools and Utility Companies

If you have any questions, please call the appropriate Quality Control Office, per All County Information Notice I-133-79.

Sincerely,

  
PHILIP J. MANRIQUEZ  
Deputy Director

Planning and Review Division

Attachment

cc: CWDA

GEN 654 (9/79)

**KNOWLEDGEMENT OF RECORDS REVIEW -- QUALITY CONTROL**

Thank you for giving us your consent to look at your records at:

As part of our Quality Control Program we looked at those records on:

DATE

We appreciate your cooperation in helping us determine whether the program is operating efficiently and effectively.

QUALITY CONTROL ANALYST

County