

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-4134 TDD 800-952-8349



September 13, 1982

ALL-COUNTY LETTER NO. 82-92

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CIVIL RIGHTS COORDINATORS

SUBJECT: CIVIL RIGHTS REGULATIONS

REFERENCE: MPP DIVISION 21-115

The increasingly difficult fiscal constraints under which each county welfare department must operate has necessitated the implementation of lay-off procedures in several counties which has, in many instances, had a negative impact on the provision of bilingual services. State and federal civil rights laws, as implemented by MPP Division 21, requires the provision of bilingual services and, in accordance with these regulations, the Department of Social Services (DSS) must maintain its position as previously stated in All-County Letters 78-22 and 81-120 (attached).

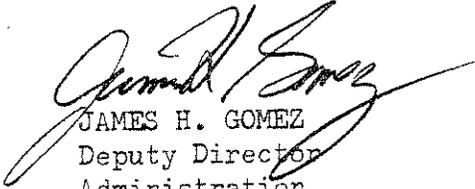
All county welfare departments which anticipate personnel reductions that may have an impact on the provision of bilingual services are directed to notify the DSS Civil Rights Bureau at the earliest possible date. Additionally, as soon thereafter as possible, please provide the following information:

1. Date of proposed personnel reduction.
2. Number and classification of personnel affected.
3. Number of bilingual staff affected (specify bilingual capability).
4. Number of bilingual staff remaining (specify bilingual capability).

All county welfare departments are also directed to notify the Civil Rights Bureau immediately upon notification of any legal intervention requested as a result of such proposed or actual reduction in bilingual personnel.

The Civil Rights Bureau will make every effort to assist each county welfare department in developing a plan to continue the provision of services in accordance with state and federal civil rights laws.

All requested information should be forwarded to Anthony R. Francis, Chief, Civil Rights Bureau, 744 P Street, M/S 12-88, Sacramento, CA 95814. If you have any questions, please call Mr. Francis at (916) 322-4134.



JAMES H. GOMEZ  
Deputy Director  
Administration

Attachments

cc. CWDA

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814  
(916) 445-0633



June 14, 1978

ALL-COUNTY LETTER NO. 78-22 (CIVIL RIGHTS)

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CIVIL RIGHTS REGULATIONS

REFERENCE: DIVISION 21-115.1

The passage of Proposition 13 has raised the possibilities of personnel cutbacks in some county welfare departments.

If any layoffs are required by Proposition 13, it is recognized that most counties have firmly established procedures, based mainly on seniority.

If such layoffs are required, it should be pointed out that Division 21 regulations (based on Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Asociacion Mixta Progresista settlement, and other laws and requirements) are still in effect, including provisions relating to equal delivery of services to non-English-speaking clients.

Section 115.1 of Division 21 states that:

"Agencies shall take such steps as are necessary to assure that a sufficient number of qualified bilingual employees are assigned to public contact positions. These employees shall have the language skills and cultural awareness necessary to communicate fully and effectively with and provide the same level of services to non-English-speaking applicants/recipients as is provided to the welfare population at large."

County welfare departments are responsible to retain a sufficient number of bilingual staff consistent with the above requirements.

Standards for a merit system allow counties the flexibility of treating bilingual positions separately. Therefore, layoff decisions involving county welfare department staff shall consider Division 21 requirements.

Specific questions regarding this position should be directed to Al Martinez, Civil Rights Manager, at (916) 322-4134.

Sincerely,

  
MARION J. WOODS  
Director

cc: CWDA  
All County Personnel Directors

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-4134 TDD (800) 952-8349



December 2, 1981

ALL-COUNTY LETTER NO. 81-120

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CIVIL RIGHTS REGULATIONS

REFERENCE:MPP DIVISION 21-115.1

The Department of Social Services wishes to reaffirm its position regarding any current or impending personnel reductions in the county welfare departments, as they impact the counties' ability to meet the needs of the non-English speaking. This position was initially stated in All-County Letter 78-22 (attached) and remains the same.

While this department recognizes the increasingly difficult fiscal constraints under which each county must operate, as well as established layoff procedures (based on seniority), it is necessary that each county welfare department maintain bilingual staffing at the proportionate level required by Division 21, Section 115.1. Any reduction in personnel which would result in bilingual staffing at a level less than that required is prohibited by Division 21 and would be in violation of state and federal civil rights laws. Such action may result in the application of remedies indicated in Division 21, Section 205.3.

Specific questions regarding this position should be directed to Anthony R. Francis, Chief, Civil Rights Bureau, at (916) 322-4134.

Sincerely,

A handwritten signature in cursive script that reads 'Marion J. Woods'.

MARION J. WOODS  
DIRECTOR

cc: CWDA

Attachment