STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

December 15, 1994

ALL-COUNTY LETTER NO. 94-108

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

[ ] State Law Change
[ ] Federal Law or Regulation Change
[X] Court Order or Settlement Agreement
[ ] Clarification Requested by One or More Counties
[ ] Initiated by CDSS

SUBJECT: BLANCO v. ANDERSON

On November 2, 1994, the Ninth Circuit Court of Appeals published an opinion in the Blanco v. Anderson court case. The purpose of this letter is to provide counties with instructions for compliance with the appellate court opinion.

While not mandating specific hours and days of operation, nor prohibiting office closure during some "normal working days", the opinion states that the statutory requirements for application filing and processing and the furnishing of emergency services may not be frustrated by such closure.

The court has defined normal working days as eight hours per day, Monday through Friday, excluding holidays. If counties choose to be closed during any normal working day, all mandated services must be provided using one or more of the following alternatives:

1) **(A)** Provide a drop-box or mail-slot to receive applications and to process such applications as though they had been submitted on the previous working day. **(B)** Provide a method to receive emergency calls and to act upon such calls accordingly if the calls are made on a regular working day.

2) Maintain sufficient staff during "closed" days to accept and process applications as necessary to meet requirements for Immediate Need, Expedited Service, and Homeless Assistance; and to protect retroactive Medi-Cal period of eligibility requirements. It is not required however, that offices be open during specific hours on these days.

Counties may choose to implement alternative methods for compliance with the appellate court opinion. However, any alternative methods developed must insure that the intent of the court opinion is satisfied regarding emergency services and application filing and be reported to the California Department of Social Services (CDSS) and the California Department of Health Services (DHS).

In addition to satisfying the requirements as expressed by the appellate court opinion, the following conditions must be met:

A poster will be provided for counties to prominently display at the main entrance of all district offices listing available community resources necessary to meet needs for interim housing, food, and emergency medical services. The poster will be sent under separate cover and may be modified to meet specific county needs.

Applications are to be made available for pick-up during normal business hours on all normal working days, even when county welfare offices are closed.

If you have any questions, please contact David Badal (CDSS Food Stamps) at (916) 654-1405, Vincent Toolan (CDSS AFDC) at (916) 654-1808, or Alice Mak (DHS Medi-Cal) at (916) 654-0573.

MICHAEL C. GENEST
Deputy Director
Welfare Programs Division

Frank S. Martucci
FRANK S. MARTUCCI
Chief
Medi-Cal Eligibility Branch

Attachment

IMPORTANT INFORMATION

IF THIS OFFICE IS CLOSED:

TO PICK UP AN APPLICATION FOR AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC), FOOD STAMPS, MEDI-CAL, OR HOMELESS ASSISTANCE, CONTACT:

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IF YOU NEED EMERGENCY HOUSING, CONTACT:

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IF YOU NEED EMERGENCY FOOD, CONTACT:

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IF YOU NEED EMERGENCY MEDICAL SERVICES, CONTACT:

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