

**COUNTY OF SACRAMENTO  
CALIFORNIA**

For the Agenda of:  
June 9, 2009

To: Board of Supervisors

From: Department of Human Assistance

Subject: Report Back On Reviewing Mandated And Discretionary Forms In Public Assistance Programs

Supervisory District: All

Contact: Paul G. Lake, Deputy Director, 875-1712

**BACKGROUND**

At the May 14, 2009, Budget Workshop, the Department of Human Assistance (DHA) presented information about proposed reductions in the department to meet Fiscal Year 2009-10 General Fund allocation targets. During the workshop, the Board of Supervisors requested that DHA review forms and other paperwork that staff are required to complete, to identify efficiencies by eliminating unnecessary discretionary forms.

**DISCUSSION**

The Department has several ongoing efforts to review processes for efficiencies, including form review. The County's labor agreement with United Public Employees, Local #1, Welfare Non-Supervisory Unit includes provisions for a Workload Policy Board, which created Program Specific Workgroups that are charged with identifying workload issues. They often review processes and forms that can be changed or eliminated for efficiency. The department has also formed re-engineering groups that are examining program business practices to determine changes that must be made given budget reductions. In some instances have identified form streamlining as a means to provide workload relief. The department will use these resources to continue to review forms, to ensure that staff is only spending time on those that are either mandated or are necessary to meet a program's requirements. In addition, the DHA Director is a member of an Administrative Simplification Workgroup, consisting of the County Welfare Directors Association (CWDA) and the California Department of Social Services (CDSS), which is charged with identifying simplifications that can be made given reductions in funding.

Respectfully submitted,

APPROVED:  
TERRY SCHUTTEN  
County Executive

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BRUCE WAGSTAFF, Director  
Human Assistance

By: \_\_\_\_\_  
JAMES W. HUNT, Acting Administrator  
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