

Inventory of the Records of the Department of Social Welfare 1906-1980

**Including records of the State Board of Charities and Corrections,
Department of Public Welfare,
Social Welfare Board,
Department of Benefit Payments,
and Department of Social Services**



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Descriptive Summary

Title

Records of the Department of Social Welfare

Dates

1906-1980

Collection Numbers

R251 – Board of Charities and Corrections

R350 – Department of Social Welfare

F3621 – Department of Social Welfare

Creators

Board of Charities and Corrections

Department of Social Welfare

Department of Social Services

Extent

Collection contains 242 cubic feet of textual records, one 16 mm film, one slide, two photograph negatives, three negative slides, and a number of photographs.

Language

English

Repository

California State Archives

Office of the Secretary of State

Sacramento, California

Administrative Information

Publication Rights

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Preferred Citation Style

[Identification of item], Social Welfare Department records, [ID number].[series number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Restrictions

While the majority of the records are open for research, any access restrictions are noted in the record series descriptions. Records that are over 75 years old are open without restrictions, per Government Code § 12237.

Processing Information

The records of the Department of Social Welfare were processed in two distinct phases. The initial processing of the records was done by a team of State Archives personnel in the 1980s however the work was left uncompleted. During this phase archivist arranged and re-folded records of the Department of Social Welfare as well as writing department and division histories and record series descriptions. The work was re-started in 2013 with the organizing of the previously processed folders and the reconciling of the record descriptions and physical records. Processing archivists Jason Baker and Tristan Evans then completed processing the records received during the intermean years and organized the entire record group by division/program/bureau. They then added to the descriptive material. Because of the duration between processing periods there were some changes in the style and organizational methods for processing at the State Archives. An attempt was therefore made to incorporate the two styles which lead to minimal confusion in throughout the finding aid.

Description Control

Finding aid written by Jason Baker and Tristan Evans, June 2015.

Agency History

The creation of a State Department of Social Welfare, in 1927, was a manifestation of earlier attempts, beginning in 1903, to place supervision of charitable activities in the hands of the state. The State Board of Charities and Corrections, created in that year, was charged with evaluating and reporting on 12 charitable and correctional institutions, 60 county hospitals and charity houses, 57 county jails, and 300 city and town jails and lock-ups. (Statutes of 1903, Chapter 363) In 1911, the Board was empowered by the Legislature to supervise the licensing and placement of dependent children in homes. In 1925, the Board was reorganized into the Department of Public Welfare. (Statutes of 1925, Chapter 18) Meanwhile, the State regulated most children's activities under the State Board of Control – Children's Department, formed in 1913. (Statutes of 1913, Chapter 323) This was superseded by the Bureau of Children's Aid of the Department of Finance in 1921. (Statutes of 1921, Chapter 603)

The State Department of Social Welfare was created in 1927 by the merger of the State Department of Public Welfare and the Bureau of Children's Aid. (Statutes of 1927, Chapter 49) Creation of this department united the supervision of state aid for children, traditionally the responsibility of state fiscal authorities, with the investigation and licensing work of the previous Board of Charities and Corrections.

Along with the State Department of Social Welfare was a seven-member State Social Welfare Board, which was appointed by the Governor whose members served at his pleasure. Originally, the Board was responsible for the administration of the Department and selection of the Director of the Department. In 1945, actual administration of the Department was moved to the Director, who in turn was selected by the Governor (Statutes of 1945, Chapter 1395). The Board's chief responsibilities at that time were to study the causes and effects of poverty in California and recommend legislative and procedural remedies to the Governor and the Legislature.

The onset of the Great Depression and World War II witnessed a proliferation of welfare programs in California. Public assistance to accommodate the needs of the blind and the aged were added in 1929. The federal Social Security Act of 1935 introduced a program of social insurance for the aged and a federal-state system of unemployment compensation; a program of categorical public assistance supported by federal grants – in – and for the aged, blind, and dependent children; and a program of health and welfare services providing for maternal and child health service to crippled children and child welfare services. Aid to needy disabled was added in 1957. One of the more significant programs also added in 1957 was the Public Assistance Medical Care Program, forerunner to Medi-Cal as it was implemented in 1966. Medical aid to the aged (under the federal Kerr-Mills Act) began in 1961. In 1963, children's aid was expanded to include the needy children of unemployed parents.

By 1970, the Department of Social Welfare was responsible (1) for supervising the county administration of all state-county programs for the care of the needy aged, blind,

disabled, and children; (2) for advising other state agencies extending services to welfare recipients; (3) to the federal government for the administration of federal funds in California; and (4) for investigating and licensing boarding homes, institutions for the care of the aged and children, child-placing and adoption agencies

In 1963, the state Department of Social Welfare was among the departments included as part of the Health and Welfare Agency under section 12803 of the Government Code. In 1974, the Department of Social Welfare combined with the Employment Development Department-Division of Accounts and Collections, and the Audit Section of the Department of Health to create the Department of Benefit Payments. AB425 and AB1950 of the 1973-1974 legislative sessions effectively dissolved/dismantled the Department of Social Welfare. At that time, the Old Age and Disabled programs in the federal Social Security Program were taken over by the Agriculture and Services Agency. Meanwhile, the Department of Benefit Payments handled the audit and disbarment functions for Aid to Families with Dependent Children and Aid to Needy Children, and the Employment Development Department handled other aid disbursement. The Department of Social Services under the Health and Welfare Agency was formed in 1978 and over took many of the responsibilities of the former Department of Social Welfare.

Additional agency history information, due to the complexity of the many categorical aid and other programs, is also provided throughout the Inventory at the Branch, Division, Bureau, Unit, or Program level.

Scope and Content

The records of the State Department of Social Welfare contain about 242 cubic feet of textual records one 16 mm film, one slide, two photograph negatives, three negative slides, and a number of photographs. The records cover the period from 1906 to 1980. The records document the plans, goals, studies, and day to day operations of the department from its inception until it was disbanded. The records are organized into three record groups: the State Board of Charities and Corrections, State Social Welfare Board, and the Department of Social Welfare. Within the Department of Social Welfare record group, the records are further broken into various subgroups, sub-subgroups, and sub-sub-subgroups. The Department of Social Welfare files are divided into 192 record series. The State Board of Charities and Corrections files are organized into 5 record series.

The 16 mm film, one slide, two photograph negatives, and the three negative slides are separated from the collection and stored separately in cold storage for preservation purposes. However, the multiple photographs throughout the collection have been sleeved and remain with their original records.

Researchers should note that while the dates of record keeping for this agency span the years from 1927-1974, the approximate dates of creation of some of the records are from 1906-1980.

Further scope and content of the records is described at the sub, sub-sub, sub-sub-sub records group level and series level.

Accruals

No further accruals are expected from the Department of Social Welfare, however researchers should consult the accessioned records from the Department of Social Services as some record series overlapped the existence of both agencies.

Additional Information

Related Collections at the California State Archives

Department of Benefit Payments Records
Department of Social Services Records

Series Description

Records of the State Board of Charities and Corrections

A predecessor to the Department of Social Welfare, the California State Board of Charities and Corrections was formed in 1903 as a six-member board appointed by the Governor. The Board was tasked with evaluating and reporting on 12 charitable and correctional institutions, 60 county hospitals and charity houses, 57 county jails, and 300 city and town jails and lock-ups. The Board attempted to improve the welfare of children and adults. Regarding social services, Board recommendations for improvement in 1908 included: removal of children from orphan asylums to good homes; state enforcement of child support payments by parents; enforcement of the compulsory school attendance in order to reduce juvenile crime; and enforcement of child labor laws. The Board also reported on state prisons, including San Quentin Prison and Folsom Prison, and made recommendations for improvement. In 1925, the Board dropped its correctional duties and became the State Department of Public Welfare. In 1927, the Department of Public Welfare and the Bureau of Children's Aid of the Department of Finance merged to become the Department of Social Welfare.

1. Control Ledger. 1919-1926. 1 ledger. R251.001. Box 1, folder 1

The control ledger is organized chronologically by year.

The State Board of Charities and Corrections control ledger contains material on expenditures for Board of Charities and Corrections from 1919-1926.

2. San Quentin Correspondence and Reports. 1906-1930. 5 file folders. R251.002. Box 1, folders 2-6.

San Quentin Correspondence and Reports are organized chronologically by date and begin with general prison reports followed by the women's quarters and prisoner poetry and curriculum of correction school.

The San Quentin Correspondence and Reports include letters, newspapers, reports, minutes, five photographs, studies, and telegrams reporting on a variety of topics about the prison. Some topics of note include: data on the number of paroled prisoners; prison expenditures; prison needs; entertainment; tuberculosis; complaints; convict requests; and requests from individuals wishing to do studies at the prison. The majority of the correspondence is financially related. Some reports of note on prisoner conditions and prison policies include: a 1913 report detailing the prisoner conditions and reasons for the "Bread Riots;" a 1914 report on prison condition and treatment related to tuberculosis; a 1916 report by Dr. John R. Hayes; and five photographs of San Quentin from 1921 showing the prison grounds, garden, and hospital. Also included in the records is an August 25, 1928, copy of the San Quentin prisoner newspaper which claimed to be "the

only paper in the world published within the walls of a prison.” A separate file folder from 1922-1930 contains reports on the women’s quarters.

3. Folsom Prison Correspondence and Reports. 1906-1928. 2 file folders. R251.003. Box 1, folders 7-8.

Arranged chronologically by date.

Folsom Prison Correspondence and Reports contain board meeting minutes, letters, reports, and telegrams. Some topics and reports of note include: a Dr. John R. Hayes report on prison issues; the library catalog in the prison; a 1921 Folsom Prison report; statistics on parole violators and escapes from 1921; and a 1919 booklet titled, “Rules and Regulations for the Government of Prisoners.” The second file folder with the Folsom Prison records contains fiscal information on the prison.

4. Children’s Programs Files. 1918-1924. 2 file folders. R251.004. Box 1, folders 9-10.

Arranged chronologically by date.

Children’s Programs Files contain correspondence and publications. These files contain material on different exhibits about children and children health at the California State Fair. They also contain material about the 1918 “Better Baby Conference,” which considered methods to improve children’s health.

5. County Files. 1915-1934. 70 file folders. R251.005. Box 1, folder 11 – Box 4, folder 21.

Arranged alphabetically by county. County files with reports containing photographs are filed at the end of the series in three separate file folders (Box 4, folders 19-21).

County Files may include copies of letters sent and received, inspection reports, recommendations, and photographs of county hospitals, jails, elderly homes, and other county welfare programs and institutions. Although reports of county institutions vary in size and detail, many of these reports are rich in material with evidence examining living conditions, practices, and theories used during the period.

Some county files and reports of note include: “Outrelief and Family Desertion Problems in Alameda County, 1926; Inspection, report, and description of Contra Costa Jail, 1926; “Study of Seventy Cases Indigent Aid Contra Costa County,” 1926; Annual Report of Fresno County Hospital, 1921-1922; “Rules and Regulations of the Fresno County Hospital and Alms House;” “Report of Indian Welfare About Ukiah,” Mendocino County; and a Butte County study, “Outrelief, Hospital, County Jail, and cities of Oroville, Chico, Gridley Biggs, Detention Home, Probation Office, Private Social Agencies, New County Charter, Maps, Etc.” (located in the last three file folders containing reports with photographs). The final three file folders contain detailed reports

of county institutions and include photographs. Therefore, if looking for a specific county institution it may be useful to reference these files in addition to the specific county files.

See below for a complete list of county files.

County	Dates	Box/Folder
Alameda (2ff)	1917-1929	Box 1/11-12
Alpine/Amador (1ff)	1917-1929	Box 1/13
Butte (2ff)	1916-1929	Box 1/14-15
Calaveras/Colusa (1ff)	1917-1929	Box 1/16
Contra Costa (1ff)	1925-1929	Box 2/1
Del Norte/El Dorado (1ff)	1916-1929	Box 2/2
Fresno (4ff)	1916-1930	Box 2/3-6
Glenn (1ff)	1916-1929	Box 2/7
Humboldt (1ff)	1925-1929	Box 2/8
Imperial (2ff)	1916-1930	Box 2/9-10
Inyo (1ff)	1916-1932	Box 2/11
Kern (3ff)	1916-1931	Box 2/12-14
Kings (1ff)	1916-1928	Box 2/15
Lake/Lassen (1ff)	1916-1928	Box 2/16
Los Angeles (6ff)	1915-1934	Box 2/17- Box 3/4
Madera (2ff)	1916-1930	Box 3/5-6
Marin/Mariposa (1ff)	1916-1929	Box 3/7
Mendocino (1ff)	1924-1929	Box 3/8
Merced (2ff)	1916-1930	Box 3/9-10
Modoc (1ff)	1916-1929	Box 3/11
Mono (1ff)	1916-1929	Box 3/12
Monterey/Napa/Nevada (1ff)	1916-1929	Box 3/13
Orange (2ff)	1916-1930	Box 3/14-15
Placer (1ff)	1916-1929	Box 3/16
Plumas (1ff)	1916-1930	Box 3/17
Riverside (1ff)	1919-1927	Box 3/18
San Bernardino/San Diego/San Francisco (1ff)	1916-1929	Box 3/19
San Joaquin (2ff)	1915-1932	Box 3/20-21
San Luis Obispo (3ff)	1916-1930	Box 3/22/24
Santa Barbara (5ff)	1915-1930	Box 4/1-5
Santa Clara (1ff)	1925-1929	Box 4/6
San Mateo/Santa Cruz (1ff)	1916-1929	Box 4/7
Shasta (1ff)	1916-1929	Box 4/8
Sierra (1ff)	1916-1928	Box 4/9
Siskiyou (2ff)	1916-1928	Box 4/10-11
Solano (1ff)	1920-1928	Box 4/11
Sonoma (1ff)	1917, 1925-1929	Box 4/12

Stanislaus (2ff)	1916-1930	Box 4/13-14
Sutter (1ff)	1916-1929	Box 4/15
Tehama (1ff)	1916-1929	Box 4/16
Trinity (1ff)	1916-1929	Box 4/17
Tulare (1ff)		Box 4/18
Reports and Photographs: Amador/Butte/Colusa/Contra Costa/El Dorado (1ff)	1917-1929	Box 4/19
Reports and Photographs: Humboldt/Imperial/Kern/Lassen/Los Angeles (1ff)	1917-1929	Box 4/20
Reports and Photographs: Madera/Modoc/ Mono/Nevada/Orange/Plumas/San Luis Obispo/ Santa Barbara/Sierra/Siskiyou/Sutter (1ff)	1918-1923	Box 4/21

Records of the State Social Welfare Board

The Social Welfare Board was initially created as the administrative and governing body of the new Department of Social Welfare (Statutes of 1927, Chapter 49). The Board consisted of the Director of Social Welfare and six persons each appointed by the Governor for terms of four years. Board members were selected for their interest and leadership in social welfare activities without regard to political or religious affiliations, profession, or occupation. In 1937 the Board was empowered to formulate policies and establish rules and regulations for government of the department, approve proposed expenditures, set minimum standards for relief, hear and determine appeals, and appoint and employ an executive officer who would act as Secretary of the Board and serve as Director of the Department of Social Welfare (Statutes of 1937, Chapters 369 and 397). In 1945 the Legislature made the Social Welfare Board a policy and rule-making body rather than an administrative board. Actual administration of the SDSW was placed in the hands of the Director of Social Welfare (Statutes of 1945, Chapter 1395). In 1963, legislation added four legislative members to the Board who were to participate in expanded responsibilities relating to the “study of statewide problems of poverty, neglect and deprivation and undertake systematic and continuing reappraisal of policies, programs, and operations in the area of public social services...”, and to “submit annual reports to the Director, the Governor, and the Legislature with suggestions and recommendations for administrative, executive and legislative action...” (Statutes of 1963, Chapter 1916).

1. Meeting Files. 1935-1963. 331 file folders. F3621:1-331.

Arranged chronologically within subseries.

(1) **Social Welfare Board Minutes.** August 23-24, 1935 – December 13, 1963. 216 file folders. F3621:1-216.

Arranged chronologically by meeting dates.

Minutes and minute summaries, meeting reports, and miscellaneous background material and data. From 1938 on this subseries consists principally of the original verbatim transcripts of policy meetings, Executive Sessions, and the regular monthly meetings.

(2) **Policy Committee Meeting Files.** March 1954-October 1962. 9 file folders. F3621:217-225.

Arranged chronologically by meeting dates.

The State Social Welfare Board Policy Committee was established to look at broad policy issues that affected the Department of Social Welfare such as county intake policies, absent parents, and adoption agencies. The files contain memoranda, statements, meeting agendas and minutes and background material on development of and changes to the departmental manuals on public assistance, proposed and draft regulations , and department work plans.

(3) **Agenda Files.** January 1944-September 1963. 110 file folders. F3621:226-327.

Arranged chronologically by meeting date.

Copies of letters received and sent, memoranda, reports, revised manuals and policy bulletins and letters, and other records concerning orders of business/agendas submitted for Board considerations and/or information

(4) **Hearing Transcripts.** January 25 – March 29, 1963. 4 file folders. F3621:328-331.

Arranged in reverse chronological order by meeting date.

Subject specific hearings heard before to Social Welfare Board. See below for dates of hearings and topics.

F3621:328 Discrimination in Public Welfare (3/28-29/1963, Los Angeles)
F3621:329 Recipient Visits, Investigative Procedures, and Objectives in California's Welfare Programs (3/29/1963, Los Angeles)
F3621:330 Fraud in ANC (2/21/1963, San Francisco)
F3621:331 Discrimination in Social Welfare (1/25/1963, San Francisco)

2. Subject Files. 1934-1963. 36 file folders. R350.001. Box 5, folder 1 – Box 6, folder 11.

Arranged alphabetically by topic and chronologically thereunder.

Subject Files may include letters received, copies of letters sent, memoranda, agendas, minutes, petitions, resolutions, departmental bulletins, proposed manual revisions,

testimony, reports, agreements, legal opinions and briefs, press releases, and related Board records concerning departmental policies, procedures, and regulations.

Files below that are marked “RESTRICTED” are exempt under the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information.

See below for a complete list and description of subject files.

(1) Aid to the Blind. 1939-1952. 1ff. File includes or relates to definition of blindness for determination of eligibility for aid; APSB program provisions; appointments to the Advisory Committee of Ophthalmologists and Optometrists; selection of medical and optometric examiners for the ATB program; employment opportunities for the blind; Report of Interdepartmental Committee on Study of Problems of Aid Services for the Blind, 1946 (pursuant to S.C.R. No. 41 [1945]); and examples of appeals and rehearings before the Board.

(2) Aid to Needy Children. 1940-1958. 6ff. Files include or relate to a report on “A Survey of Aid to Needy Children” cases of half-orphan children, 1941; analyses of legislation affecting ANC programs; special joint committee on ANC budgetary standards – report and statements in opposition to budget cuts in ANC funding, 1947-1948; impact of AB40 provisions on ANC programs, 1949; clarification of the Social Security Act relating to preservation of the family unit; residency requirements for assistance; “Proposed Manual of Policies and Procedures, ANC,” 1950; SWB hearings on the standard of assistance to the ANC program – transcript of hearings and final report, 1952-1953; and examples of appeals and rehearings for ANC cases before the Board.

(3) Audits. 1934-1952. 2ff. Files relate to recommendations that the responsibility for post audit of county welfare expenditures be assigned to the State Controller. Also included is a draft report on the content of fiscal supervision of SDSW operations.

(4) Boarding Homes and Institutions. 1941-1958. 3ff. Arranged alphabetically by Institution within the file folders. Files consist of social study summaries – comprising histories and information on expenses, per capita cost, financial conditions, reserve requirements, resident profile, appraisal, record keeping, recommendations, certification of authority and trust agreements of individual boarding homes and institutions for the aged and children, day nurseries, child-placing agencies, and maternity homes. Summaries are included on approximately 85 different homes and institutions and with one or more reports for each.

(5) Child Welfare, Division of. 1940-1949, 1951, 1954-1958. 5ff. Files relate to the creation of a Division of Child Welfare in 1942 which included the bureaus of Boarding Homes and Institutions and Child Welfare Services. Virtually all of this subseries relates to boarding homes and institutions and includes accreditation and inspection procedures; child placement activities; foster home care; certification and licensing-renewals and

appeals; fire safety and other standards; manual revisions; standards manuals for Children's Institutions, 1940-1947; day nurseries, 1941; institutions for aged, 1942; nurseries for infants under two years of age, 1944; parent-child homes, 1945; and "Specialized Services for Children," a guide for program planning and staff development in a county welfare department, 1951.

(6) Financial Administration, Division of. 1941-1951. 1ff. File includes miscellaneous memoranda relating to annual budget preparation; collection of overpayments; restricted payments; used administrative expense funds; civilian war assistance payments; and other fiscal operations.

(7) Medical Care, Division of. 1955-1958. 1ff. File includes or relates to method of payments for drugs; the financing of medical care; "pooled funds;" maximum allowances; "Report on County Implementation of Revised Policy on Fluctuating and Unpredictable Medical Needs," 1955; and statements by medical associations on various regulations as heard and approved by the SWB.

(8) Merit System. 1937-1959. 8ff. The federal Social Security Act as amended in August 1939, required that all employees in public assistance programs receiving federal funds under the act be employed on a merit basis, effective January 1, 1940. This file details the maintenance of personnel standards; job specifications; a report to the SWB regarding "Manpower Problems," 1950; orders of business and minutes of meetings of the Merit Advisory Committee (broken series, 1940-1961) concerning such issues as war-duration appointments, "off-step" payments, certification of eligibles, elimination of classes, salary adjustments, recommendations for improvement of the system, Qualifications Appraisal Board interviews, provisional appointees, student social worker trainees and the "\$400 relevant bachelor's degree standard;" and merit system appeals briefs, 1942-1951.

(9) Old Age Security. 1940-1958, 1961. 1ff. **[RESTRICTED]** File includes or relates to OAS eligibility requirements; policy critiques; revisions of the Welfare and Institutions Code; a summary of the majority and minority reports of the Governor's Committee on Old Age Pensions; investigation of old age assistance programs in Los Angeles County; OAS interview reports; and report of the California Institute of Social Welfare on "Effects of Inflation on California Old Age Pensioners," 1958.

(10) Probation, Division of. 1939-1943. 1ff. The SDSW had been charged with the responsibility to "investigate, examine, and make reports upon" adult and juvenile probation until August 1943 when such duties were transferred to the California Youth Authority. File includes a report on "Delinquency in California," May 1943; age statistics of children placed under supervision of probation departments in California, 1940-1942; juvenile court procedures; and a list of county probation officers, 1943.

(11) Public Assistance, Division of. 1939-1953. 2ff. Files include or relate to administrative studies and recommendations by the Federal Security Agency and Social Security Board; amendments to the Social Security Act; State supervision of public

assistance programs; care of children of working mothers during wartime; wartime evacuation planning, surplus commodity distribution, and assistance to interned or detained enemy aliens; disclosure of information relating to public assistance recipients; emancipation of minor children; jurisdiction in general relief cases; federal reimbursement of needy patients in public medical institutions; fair hearing practices; and cost standards for medical care.

(12) Security for Aged and Blind. 1949. 3ff. **[RESTRICTED]** Files include verbatim minutes of appeals and business meetings that pertain to assistance programs, investigative reports, appeals, and chair elections.

(13) War Services, Bureau of. 1940-1942, 1945, 1951-1952. 1ff. Miscellaneous records relating to Japanese evacuation and resettlement; Philippine repatriates; activities of the State Council of Defense Sub-Committees on Welfare; child care for working mothers; cooperative efforts of county defense councils and the American Red Cross; defense planning; and disposition of wartime records.

3. Position Statements. 1972-1973. 1 file folder. R350.002. Box 6, folder 12.

Arranged chronologically by date.

Position statements from the State Social Welfare Board are publications from the board related to their position on specific issues. The publications include background information, the board's exposure to the issue, and their conclusion and summary of positions on the issue. The two position statements include Aliens in California and Illegitimacy.

Records of the Department of Social Welfare

Administrative Records

Administrative records are an artificial sub record group of the State Department of Social Welfare. The records comprise some of the administrative records that were created early on in the agency's history that may not have an existing sub record group that it would file under.

1. State Plans. 1935-1944. 21 file folders. R350.003. Box 6, folder 13 – Box 7, folder 9.

Arranged alphabetically by file name, and chronologically thereafter.

This series outlines the development of a federally-assisted state system of public assistance for the aged, blind, and children. The Social Security Act of 1935 provided the basic enabling legislation and framework of requirements for establishing three aid programs: Old Age Assistance, Aid to the Blind, and Aid to Dependent Children. (In this

time period California referred to the three programs as Old Age Security (OAS), Aid to the Needy Blind (ANB), and Aid to Needy Children (ANC), respectively.) The federal government required that states requesting federal public assistance funds submit state plans describing that particular state's program. A state plan was subject to federal approval and periodic federal administrative reviews and audits were undertaken to assure the state's continuing compliance with federal requirements. This series is derived from the files of various Division Chiefs and represents an artificial collection.

See below for a complete topic list and description of State Plans files.

1) Aged Plan. 1935-1944. 5ff. Files include letters received, copies of letters sent, memoranda, telegrams, statistical reports, reports, departmental bulletins, legal analyses, administrative forms, and Attorney General Opinions. These files document the establishment of a Federal/State system of public assistance for the aged (Old Age Security – OAS). Included are: (1) the Social Security Board's instructions, 1935; (2) the official revised plan effective September 1, 1937; (3) current plan material submitted to update or revise the program plan, 1937-1943; and (4) exhibit material – supplemental material for the September 1, 1937 plan. Contents of the OAS plan are: list of exhibits; official certifications; transcripts of the Welfare and Institutions Code which demonstrate compliance with federal requirements regarding these issues: availability of funds, restrictions on funds, distribution of federal funds, single state agency provision, supervision of local welfare agencies, provisions for fair hearings, efficient administration, civil service personnel standards, age and residency requirements; organizational charts; personnel information; financial reports; and sample forms. Other plan material included: quarterly estimates of expenditures for OAS; federal directives; monthly lists of supplemental material submitted for all federally funded aid programs; exhibit material sampled as follows: "Bulletins and Forms re: Auditing Procedure," "List of Accounts and Bookkeeping Forms," "Forms Used in Aged Division," "Rulings, Old Age Security Law, effective 9-1-37," and "Opinions on OAS." General plan material correspondence is scattered throughout the files and covers such topics as: program development; Social Welfare Board's lobbying effort to gain approval for the OAS plan; analysis of the Social Security Act and its effect on State government; county/state residency requirements.

2) Blind Plan. 1932-1942. 4ff. These files document the establishment of a Federal/State system of public assistance for the blind (Aid to the Needy Blind, or ANB). See Aged Plan, 1935-1943, entry for description of typical plan file contents and for lists of supplemental plan material submitted to the federal government. Quarterly estimates of expenditures for ANB were sampled one per year. These files also contain plan material relating to an ANB plan amendment concerning vocational rehabilitation for the blind. General correspondence covers such topics as: program development; controversy surrounding personal property limitations in ANB program; conforming county residence requirements; and amending existing California blind aid laws.

3) Children's Aid Plan. 1935-1941. 6ff. These files document the establishment of a Federal/State system of public assistance for children (Aid to Needy Children, or ANC).

See Aged Plan, 1935-1943, entry for description of typical plan file contents and for lists of supplemental plan material submitted to the Federal government. Quarterly estimates of expenditures for ANC were sampled one per year. These files also contain plan material relating to other programs (OAS and ANB). General correspondence covers such topics as: administrative plans (allocation of administrative costs); plans for clearance of OASI benefits; merit system; administrative review; federal audits, exceptions, and appeals; recipients in public institutions; extramural programs for inmates of state institutions; residency requirements; aid to Indians; income and resources; confidential nature of records; legislation; fraud in ANB program; examples of specific cases; definition of "dependent child"; effect of Social Security Act; child welfare cases administered by juvenile courts in San Francisco; and laws governing ANC: availability of Federal funds; unmarried/deserted mothers; and in-kind vs. money payments.

4) General Plan/Financial Plan. 1937-1944. 6ff. Files contain letters received, copies of letters sent, memoranda, telegrams, and reports. These files pertain to fiscal aspects of the three Federal/State public assistance programs: OAS, ANB, and ANC. Files contain summaries of quarterly estimates for all three programs, related correspondence, and financial statistics. Topics covered include: compiling and submitting required financial reports; availability of federal funds; warrants post-dating the recipient's death; federal and state audits; in-kind vs. cash aid; financial projections; payment of eye examination invoices – determining Federal/State share, 1940; proportioning administrative costs; and other related fiscal matters. The 1939 file is not consistent with the typical contents of this series – it covers such subjects as fair hearings and related Superior Court decisions. Also included are separate subject files on: AGED PLAN (1936-1940), BLIND PLAN (1936-1939), and CHILDREN'S PLAN (1936-1940) – fiscal aspects of these programs; APPEAL – OAS (1940) – example of an appeal brief; ESTIMATES and APPROPRIATIONS (1937-1943) – miscellaneous samples of financial reports; INTEREST EARNED ON FEDERAL FUNDS (1936-1939) – concerns question regarding who is entitled to collect the interest on federal funds advanced for public assistance; OLD AGE AND SURVIVORS INSURANCE – OASI (1937-1941) – exchange of information between OASI and OAS programs; PAYMENTS OF FEDERAL FUNDS MONTHLY IN ADVANCE (1937-1938) – documents changeover from quarterly to monthly advances; STATUS OF FEDERAL FUNDS (1937-1940) – monthly statistical tables; STATISTICS (1936-1937) – monthly statistical reports (OAS, ANB, and ANC) and related correspondence.

2. Federal/State Relation Files. 1936-1970, bulk 1949-1960. 71 file folders. R350.004. Box 7, folder 10 – Box 10, folder 13.

Arranged alphabetically by subject and chronologically within.

Federal/State Relation Files may include letters received, copies of letters sent, memoranda, telegrams, minutes, financial and statistical reports, schedules, tables, charts, studies, speeches, agenda, bibliography, and legislative material.

The series bears the in-house title of the “HEW File” and documents the continuing relationship between the U.S. Department of Health, Education, and Welfare (prior to 1953, the Federal Security Agency) and the State Department of Social Welfare. The files center on the administration of four public assistance programs funded in part by the federal government: Old Age Security (OAS), Aid to the Needy Blind (ANB), Aid to Needy Children (ANC), and Aid to the Permanently and Totally Disabled (ATD or APTD). The federal government developed program standards determining the conditions under which federal funds were granted. States, in turn, were responsible for developing programs which comply with federal requirements and for administering those programs accordingly.

A description of subject files and topics include: ADMINISTRATION (1948-1960) – the process of administrative review during which the federal government determines whether the standards and practices of SDSW and county welfare agencies meet federal requirements – contains examples of final reports; AGED AID (1941-1957) – Federal/State interaction concerning Old Age Security (OAS) administration; AID TO THE DISABLED (1958-1960) – policies and operations of Aid to the Permanently and Totally Disabled (ATD) program; APPLICATION PROCESS (1947-1958) – evaluation and meeting of “reasonable promptness” processing requirement; AUDIT EXCEPTIONS (1949-1960) – exceptions, appeals, concurrences, and adjustments relating to Federal audits of State claims; BLIND AID (1949-1960) – policies and operations of Aid to the Needy Blind (ANB) program – also, definition of blindness, State Ophthalmologist, and prevention of blindness; CASELOADS (1947-1956) – development of caseload standards; CHILDREN’S AID (1949-1960) – policies and operations of Aid to Needy Children (ANC) – also, legislation, fraud, public relations, court cases, studies, and examples of specific cases; COLLECTIONS (1957-1959) – collection of monies owed state and county welfare agencies and federal share of those collections; CONFERENCES AND MEETINGS (1949-1960) – meetings with federal officials, statewide, regional, and national conferences, and federally sponsored workshops; CONFIDENTIAL NATURE OF RECORDS (1949-1958) – administration of and changes to laws restricting disclosure of case record information; CONTRACT REST HOMES (1945-1947) – public and private institutions under contract with counties to provide care for OAS and ANB recipients; DEFENSE (1950-1960) – Department’s civil defense responsibilities including disaster planning and emergency relief programs; DETERMINATION OF NEED (1947-1960) – development of policies regarding; EDUCATIONAL LEAVE (1949-1960) – educational training of SDSW staff; ELIGIBILITY (1949-1957) – standards for continuing eligibility; FINANCE (1939-1960); GENERAL, (1949-1967) - quarterly estimates and statements of expenditures, quarterly announcements of federal grants approved, semi-annual statistical reports, and related correspondence – also, correspondence concerning allocation of administrative costs, federal matching policies, and federal financial participation in office space costs; GUARDIANSHIP (1940-1960) – acceptable guardians to receive benefits on behalf of minors and incompetent adults; HANDBOOK MATERIAL CORRESPONDENCE (1946-1955) – revisions, additions to federal policy guide – Handbook of Public Assistance Administration; INCOME AND RESOURCES (1938-1960) – process of definition, revision of statutes concerning; INSTITUTIONS (1939-1960) – recipients in

institutions; LEGISLATION (1949-1967) – State and federal legislative material – proposed legislation and amendments, analyses, and committee testimony and speeches – also, specific discussions of amendments to the Social Security Act (particularly HR 6000, 1950, which created the ATD program) and analysis of changes in state laws; MEDICAL CARE (1947-1960) – Federal public assistance funds for medical care; MERIT (1937-1960) – traces development and implementation of federally required merit system of personnel administration in SDSW and county welfare agencies; OLD AGE AND SURVIVORS INSURANCE (1949-1960) – exchange of case record information between OASI and the OAS program; PAYEE (1940-1957) – accounting procedures for change of payee and payment of benefits to minor children and incompetent adults; PAYMENTS (1936-1960) – federal participation in public assistance payments; PERSONNEL – SDSW (1938-1960) – specifications, classifications, registers, and appointments; PROPERTY (1941-1960) – definition/interpretation of “real property”, property valuation, legal opinions; PUBLICATIONS (1940-1970) – exchange of published information – contains some sample publications; REGIONAL INFORMATIONAL RELEASES (1953-1954); REGIONAL OFFICE COMMUNICATIONS (1953-1954) – official memoranda released by the Regional Office of HEW; REPORTS (1950-1959) – exchange and review of reports; RESIDENCE (1939-1958) – development and interpretation of residency requirements – includes examples of specific cases; SERVICES IN PUBLIC WELFARE (1959-1960) – vocational rehabilitation and homemaker service; SINGLE STATE AGENCY (1940-1960) – compliance with this provision of the Social Security Act which requires that responsibility for administering federally-funded public assistance programs lie with a single state agency; STATISTICS (1949-1960) – exchange of statistical data – sampling methods – types of statistics include recipient characteristics, administrative and program costs, Indians receiving aid, public assistance personnel, and reasons for opening and closing cases; SURPLUS COMMODITIES (1954) – California’s participation in program and its effect of eligibility for public assistance; SURVEYS AND STUDIES – TIME (1949-1958) – allocation of administrative costs relating to specific program administration; TRAINING (1949-1960) – training methods and programs for public assistance personnel; UNITED NATIONS FELLOWSHIP (1947-1960) – training programs for foreign public assistance personnel; VOLUNTEERS (1943-1960) – use of volunteers in county welfare agencies; WARRANTS (1942-1956) – Federal participation and removing any indication that a warrant is for public assistance.

3. Subject Files. 1910-1932. 16 file folders. R350.005. Box 10, folder 14 – Box 11, folder 5.

Arranged alphabetically by subject and chronologically thereunder.

Subject Files may contain letters received, copies of letters sent, studies and reports, extracts of minutes, legal filings, questionnaires, and newspaper clippings.

See below for a complete list and description of subject files.

- (1) Aged, Care of Dependent in San Francisco. 1925. 1ff. A study of aged clients of selected institutions, outrelief agencies and lodging houses for homeless men in terms of sex, marital status and nationality; length of residency in the U.S., in California and in San Francisco prior to receipt of aid; existence of relatives and children; training and occupation; state of health; age at which aid was initiated; length of assistance; housing assistance; and dates of institutional stay or commitment.
- (2) Blind, Industrial Home for the Adult. 1926-1932. 2ff. Complaints alleging drunkenness, inferior food and general lack of sanitation culminating in a hearing held on October 24, 1927, and in a series of reports describing general conditions issued in 1926 and 1927. Files also include a copy of the "By-Laws of the Industrial Home of Mechanical Trades for the Adult Blind," 1905, and a series of monthly reports on the "Movement of Inmate Population," 1926-1928.
- (3) Detention Homes. 1914-1925. 1ff. Statistics and data on county detention home populations, physical facilities and costs of maintenance and upkeep. File also includes a report and analysis of conditions in selected county detention homes.
- (4) "Directory of Social Agencies and Institutions in California." 1923. 1ff. Typescript report of California agencies providing welfare services.
- (5) Hospitals and Institutions. 1922-1938. 1ff. Survey of conditions at and services provided by State Hospitals. Files include complaints regard conditions, requests for assistance to commit relatives, and monthly population reports for Agnews, Mendocino, Napa, Norwalk, Pacific Colony, Patton, Sonoma, State Narcotic (Spadra), and Stockton State Hospitals, 1936-1938.
- (6) Indians, County Relief to. 1917-1929. 1ff. File relates to collaborative efforts of federal, state, local, and private agencies for the provisions of social services and medical care to California Indians. Significant records include a "Report on Lake County Indians," 1917; an "Indian Investigation in Four Counties, Attitudes Towards Sick Indians at Fort Bidwell," 1921; medical case abstracts from the Travelling Clinic of the Bureau of Indian Affairs; an article on "The Church Among the Karoc Indians," Humboldt County, 1919; summary minutes of a Indian Welfare Conference, Sacramento, October 19, 1927; and a SDSW questionnaire survey of the amount of care and relief given to needy non-resident Indians by California counties and state hospitals and institutions, 1929.
- (7) Insane, County Care of, 1922-1924. 1ff. Survey of county care and services provided the insane pending commitment to state or other psychiatric hospitals.
- (8) Jails, County Reports of. 1928. 1ff. See below, (10) Penal Institutions.
- (9) Miscellaneous. 1918-1930. 1ff. Background information, data and related records dealing with children's welfare services. File also includes a series of monthly reports of

the Municipal Services Bureau for Homeless Men of the City of Los Angeles, 1928-1930.

(10) Penal Institutions. 1910-1931. 2ff. Files include or relate to information on physical conditions and movement of inmate populations within the state prisons and county jails. Subject matter includes excerpts from a report of the State Board of Charities and Corrections concerning "Prisons and Prisoners, 1910-1912;" "The California State Prisons as Seen by an Outsider," with specific reference to San Quentin, 1915; Merced and Orange County jail statistics, 1916; a statewide survey of county jails evaluating changes in types of offenses committed and in the average number of prisoners, 1924; a statewide survey of jail conditions including County Grand Jury recommendations, 1928; and a statistical summary of Japanese inmates in county institutions, hospitals, and jails, 1929.

(11) Probation. 1917-1929, 1936. 1ff. Files include or relate to county probation program operations, 1919; departmental legislative proposals; establishment of statewide standards and requirements for probation work in California, 1903-1933; State Federation of Women's Clubs survey of county juvenile courts and probation work, 1925; and excerpts from Welfare Activities of Federal, State, and Local Governments in California, 1850-1934, documenting establishment of juvenile courts.

(12) Reformatories. 1927-1928. 1ff. Problems of state reformatories in dealing with syphilitic children.

(13) Relief, County. 1917-1929. 1ff. File includes or relates to county relief organizational administration, amounts of aid allocated, nature of aid and methods of distribution, investigation and supervision of outrelief programs with particular emphasis on comparative food costs and county services. The file also includes information on attitudes towards Hispanics in reports titled "Mexican Survey of Active Cases in County Welfare Departments," November 1928-January 1929, and "The Mexicans in Fresno County," 1929.

(14) San Francisco Girls Housing Survey. 1926-1928. 1ff. Survey of the age, marital and residential status, and selected work place conditions of working women.

4. Control Ledgers. 1931-1939. 2 file folders. R350.006. Box 11, folder 6 – Box 12, folder 1.

Arranged chronologically by fiscal year.

Control Ledgers comprise reports, estimates, and audits that show the fiscal year cost and federal funds for services provided by the State Department of Social Welfare. Fiscal numbers shown in the control ledgers include: allotment for salary adjustments; state expenditures; county expenditures; and salaries.

See below for a complete list of control ledgers.

Control Ledger	Fiscal Years
Department-wide	1931-1932
	1932-1933
Federal Old Age Assistance	1935-1936
	1936-1937
Federal Blind Aid Fund	1936-1937
Federal Children's Aid Fund	1936-1937
	1937-1938
Child Welfare Services	1937-1938
	1938-1939
Federal Blind Aid Fund	1937-1938
	1938-1939

Administrative Central (Coded) Files

The principal administrative records relating to the Department of Social Welfare were maintained in a Central (Coded) filing system. This basic codification system was employed by all SDSW divisions, bureaus, and other units. This sub-record group contains Administrative Coded Files that span a variety of interests and topics related to the department. The SDSW arranged coded files first with a letter representing a general category followed with numbers representing a more specific topic. Additional coded files are retained and described with the individual administrative units, bureaus, and programs to which they directly relate.

This sub-record group contains a series of general codes which are then described further with more specific topics. A copy of the Department of Social Welfare coding index is available to the State Archives reference desk.

1. A1 History Files. 1924, 1936, 1938-1973. 8 file folders. R350.007. Box 13, folders 1-8.

Arranged chronologically by date.

Code A1 History Files include organization charts, program descriptions, Departmental Memorandum, reports, histories, maps and graphs and other records that document the history, organization and functions of the department, divisions, bureaus, offices, programs, and personnel. Key publications and records include a "History of the State Department of Social Welfare," 1938, typescript report prepared for the Golden Gate International Exposition exhibit; "Report of California State Department of Social Welfare," 1940; "Functions and Activities of the State Department of Social Welfare, July, 1939-December, 1942"; "Reorganization of the State Department of Social Welfare, 1950-1951;" "Organization and Functions, The Department, its Divisions, Bureaus, and Offices," 1955 – with revisions to 1958; "Some Notes on Social Welfare in California," 1958; "Record of Achievements, January, 1959-July, 1961;" "California's Public Welfare

Programs and Problems,” 1961; “Public Welfare Organization and Relationships in the State of California,” 1962; “State Department of Social Welfare,” 1970; “Meeting the Challenge: A Responsible Program for Welfare and Medi-Cal Reforms,” 1971; and “Welfare Reform in California...Showing the Way,” 1972. See also SDSW Biennial, 1924-1952 and Annual, 1952/1953-1962/1963, Reports for additional information relating to SDSW organization, functions, and programs.

2. A2 Legislation Files. 1939-1971. 216 file folders. R350.008. Box 13, Folder 9 – Box 22, folder 3.

Arranged by alpha-numeric code number and then numerically by bill number thereunder. Files with Legislators and Congressmen are arranged with general files, then alphabetically by last name of congressman or legislator. Bill files for the A2.24 State Legislation are arranged chronologically by year then numerically by bill number.

Code A2 Legislation Files may include letters received, copies of letters sent, memoranda, bill analyses, amendments, statements and testimony, reports and other records concerning legislative measures as sponsored by or affecting the SDSW. See also Assistant to the Director, Legislative Unit, and various legislative files within divisions for further legislative analysis.

See below for a complete list of A2 Legislation files. See also the secondary table for a complete list of A2.21 State Legislators from 1950-1962 and the third table for a complete list of A2.21 State Legislators from 1969-1978.

A2 Legislation Files	Dates	File Folders
A2 General Legislation	1939-1953	6
A2.1 Federal Legislation	1954-1973	4
A2.12 Social Security Act and Amendments	1958-1967	1
A2.21 State Legislators	1950-1962, 1969-1978	128
A2.22 Legislative Committees	1970-1974	8
A2.23 Proposed Legislation	1958-1961, 1965-1969	1
A2.24 State Legislation	1955-1968	50

A2.21 State Legislators (1950-1962)	Dates	Files Folders
Senators A-Z	1950-1960	1
Senator F. Presley Abshire	1950-1958	1
Senator Arthur H. Breed	1950-1957	1
Senator James E. Cunningham	1950-1956	1
Senator Jess R. Dorsey	1950-1958	1
Senator Ben Hulse	1950-1956	1
Senator Thomas A. Maloney	1950-1958	1
Senator Fred Weybret	1950-1955	1
Assemblymen A-E	1950-1958	1
Assemblymen E-L	1950-1958	1
Assemblymen M-N	1950-1958	1

Assemblymen P-W	1950-1958	1
Allen, Bruce F. (R)	1952-1960	1
Beaver, Jack (R)	1954-1962	1
Brown, George E. Jr. (D)	1959-1962	1
Brown, Ralph M. (D)	1950-1962	1
Burke, Montrivel A. (R)	1950-1960	1
Busterud, John A. (R)	1956-1962	1
Byrne, Paul L. (R)	1956-1962	1
Cameron, Ronald Brooks (D)	1958-1962	1
Coolidge, Glenn E. (R)	1952-1962	1
Cunningham, Rex M. (D)	1954-1960	1
Dahl, Walter I. (R)	1953-1962	1
Delatto, Bert (D)	1958-1962	1
Fisher, Hugo (D)	1958-1962	1
Geddes, Ernest	1950-1960	1
Grant, W. S. (R)	1954-1962	1
Hanna, Richard T. (D)	1956-1962	1
Hawkins, Augustus F. (D)	1950-1962	1
Hegland, Sheridan N. (D)	1954-1962	1
Hollister, John J. Jr. (D)	1955-1962	1
Kilpatrick, Vernon (D)	1952-1962	1
Levering, Harold K. (R)	1950-1961	1
Lawrey, Lyod W. (D)	1950-1961	1
Luckel, Frank (R)	1950-1961	1
McBride, James Jr. (D)	1950-1961	1
Munnell, William A. (D)	1950-1956	1
O'Connell, John A. (D)	1954-1962	1
Richards, Richard (D)	1954-1962	1
Shaw, Stanford C. (D)	1958-1962	1
Shell, Joseph C. (R)	1953-1962	1
Slattery, Waverly Jack (D)	1958-1961	1
Sumner, Bruce (R)	1956-1962	1
Thompson, John F. (R)	1950-1961	1
Williams, J. Howard (R)	1950-1961	1
Wilson, Charles H. (D)	1954-1958	1

A2.21 State Legislators (1969-1978)	Dates	File Folders
Senators (A-W)	1953-1974	2
Assemblymen (A-W)	1959-1974	2
Alatorre – Alquist	1969-1973	1
Antonovich – Badham	1969-1973	1
Bagley, William T.	1969-1973	1
Bagley – Behr	1969-1973	1
Barnes, Richard E.	1972	1
Bee, Carlos	1969-1972	1

Belotti, Frank P.	1969-1973	1
Beilenson, Anthony	1969-1973	1
Berman – Bradley	1969-1973	1
Biddle, W. Craig	1972-1973	1
Bradley, Clark L.	1969-1971	1
Briggs – Brown	1969-1973	1
Brown – Burton	1972-1976	1
Burton	1959-1967	2
Burgener, Clair W.	1972	1
Burke, Robert H.	1972	1
Burton, John	1969-1973	1
Carpenter – Chacon	1971-1975	1
Chappie – Cline	1969-1974	1
Collier, John – Collier, Randolph	1969-1976	1
Cordova – Cullen	1970-1977	1
Cory, Kenneth	1969-1972	1
Cranston, Allen	1973	7
Cusanovich – Dannemeyer	1969-1973	1
Davis – Deddeh	1969-1973	1
Deukmejian	1969-1977	3
Dills – Fong	1969-1973	1
Dymally, Mervyn M.	1969-1973	1
Fong, March K.	1969-1971	1
Foran – Gregorio	1969-1974	1
Gonsalves, Joe A.	1972-1973	1
Grunsky	1969-1976	2
Gualco – Kennick	1969-1974	1
Harmer, John L.	1969-1973	1
Johnson, Harvey	1969-1973	1
Keysor – Lancaster	1969-1977	1
Lagomarsino, Robert J.	1973	1
Lanterman – Lewis	1969-1974	1
MacDonald – Marks	1969-1976	1
Marler – Mobley	1969-1974	1
Marler, Fred W. Jr.	1969-1972	1
Montoya – Murphy	1969-1974	1
Moretti, Bob	1971-1972	1
Mosccone, George R.	1969-1973	1
Nejedly – Papan	1969-1973	1
Petris – Ralph	1969-1973	1
Reid, Beatrice R.	1973	1
Richardson	1969-1973	1
Robbins- Russell	1969-1973	1
Russell	1969-1972	1
Schrade – Stiern	1969-1975	1

Seeley, Raymond T.	1972-1973	1
Shot, Alan	1971-1972	1
Stull	1969-1974	2
Stull – Thomas	1969-1978	1
Thurman – Warren	1969-1975	1
Wakefield, Floyd L.	1969-1972	1
Walsh, Lawrence F.	1972	1
Waters – Wedworth	1969-1978	1
Whetmore	1969-1974	4
Whetmore – Wornum	1969-1976	1
Wood, Bob	1969-1973	1
Z'Berg, Edwin L.	1969-1970	1
Z'Berg – Zenovich [File includes Federal Legislation]	1973-1974	1

3. A3 Legal Decisions and Opinions. 1937-1956. 7 file folders. R350.009. Box 21, folders 4-10.

Arranged by the Departmental alpha-numeric coding system.

See folders topics below for a complete description of A3 Legal Decisions and Opinions files.

(1) A3.3 Attorney General's Opinions. 1937-1938, 1941-1968. 2ff.

Files include copies of incoming letters and opinions issued by the Office of the Attorney General in response to inquiries posed by the Director of the SDSW, legislators, district attorneys, county counsels and others regarding the interpretation and application of various provisions of the Welfare and Institutions Code.

(2) A3.5 Appeals Process. 1946, 1951-1956. 5ff.

Files include letters received and copies of letters sent, memoranda, drafts of appeals procedures, reports, brochures, job specifications, legal filings and summaries of meetings concerning the hiring of officers and referees, the scheduling and conduct of hearings, proposed decisions, complaints, county problems and individual cases. File includes "Administrative Surveys of the Appeals and Complaints Process" for 1951 and 1954, and an article by Dr. Jacobus TenBroek on "The Role of the Hearing Officer in Public Welfare Administration," 1956.

4. A5 Relationships with Other Agencies Files. 1939-1974. 87 file folders. R350.010. Box, 21, folder 11 – Box 25, folder 7.

Arranged by the Department of Social Welfare alpha-numeric coding system.

See below for a description of specific A5 Relationships with Other Agencies Files.

(1) A5.1 Interdepartmental Relationships. 1943-1969. 15ff.

Files are arranged alphabetically by department and chronologically thereunder. Files may include letters received, copies of letters sent, memoranda, reports, minutes and other inter-departmental communications concerning joint and cooperative programs.

See the table below for a complete list of A5.1 Interdepartmental Relationships.

Topic	Dates	File Folders
General Agency Correspondence	1943-1953, 1957-1959, 1961, 1967-1969	3
Board of Social Work Examiners	1945-1948, 1950-1952, 1961	1
Corrections, Department of	1945-1961	1
Education, Department of	1945-1959	1
Finance, Department of	1951-1969	2
Governor's Office	1959-1961	1
Health Care Services, Department of	1961, 1968-1969	1
Mental Hygiene, Department of	1944-1969	2
Personnel Board	1949-1961	1
Public Health, Department of	1943-1966	2
Youth Authority, Department of	1943-1966	1

(2) A5.3 County Relationships. 1959-1965. 2ff.

Files are arranged chronologically by date. Files contain miscellaneous communication, memoranda, and reports including county site visits and county reports on professions in medical care (1964).

(3) A5.31 State-County Relationships. 1959-1965, 2ff.

Files are arranged chronologically by date. Files include miscellaneous, communication memoranda, and reports relating to State-County welfare relations.

(4) A5.32 Intra-county Relationships. 1959-1964, 1ff.

File includes copies of letters sent and letters received regarding information on county juvenile court, probation department, and county welfare department provisions for care of dependent and neglected children.

(5) A5.322 Grand Juries. 1963-1965. 1ff.

File includes letters and reports on the Grand Juries from 1963-1965.

(6) A5.4 Interstate and International Relationships. 1939-1974. 28ff.

Correspondence is arranged alphabetically by sub-topics and chronologically thereunder. Letters received, copies of letters sent, memoranda, reports, programs, and newspaper clippings concerning national meetings and conferences. Files include information related to the National Association of Social Workers; the National Association of State Officials on Aging; the Child Welfare League of America; the Association of Junior Leagues of America; the Institute on Medical Care Administration; the Conference of State Welfare Finance Officers; the American Public Welfare Association; the Congress of Corrections, etc. Most of this series pertains to out-of-state correspondence with other

state welfare departments and programs concerning exchanges of information on common problems and federally funded programs. Also includes materials on visitation of foreign social work administrators and employees sponsored by agencies of the U.S. government and the United Nations, who participated as observers or as cooperative resource personnel to SDSW programs.

(7) A5.5 Associations and Agencies. 1953-1969. 38ff.

Files are arranged alphabetically by organization and chronologically thereunder. Files include letters received, copies of letters sent, memoranda, reports, agendas, minutes, testimony, legislative proposals, policy papers, newsletters and other publications, speeches, conference programs, recommendations, resolutions and other records relating to organizations, associations and conferences participated in by SDSW personnel.

See below for a complete list of A5.5 Associations and Agencies:

- American Mothers Inc. – American Public Welfare Association, 1965-1967 (1ff)
- American Public Welfare Association, 1953, 1958-1967 (9ff)
- Associations and Agencies (Various), 1953-1967 (9ff)
- California Association for Health and Welfare, 1958-1967 (2ff)
- California Association of Nursing Homes, Sanitariums, Rest Homes, and Homes for the Aged, 1957-1960 (1ff)
- California Medical Association, 1957-1961 (1ff)
- California Pharmaceutical Association, 1959, 1964 (1ff)
- California Physician's Service, 1957-1961, 1964 (3ff)
- California Physician's Service, Santa Barbara, 1962-1964 (2ff)
- California Social Workers Organization, 1958-1964 (1ff)
- California, University of, 1960-1961 (1ff)
- Child Welfare League of California, 1958-1969 (1ff)
- Commission on Standards and Accreditation of Services for the Blind, 1963-1964 (1ff)
- Community Welfare Councils, 1960-1964 (1ff)
- County Welfare Directors Association, 1965-1967 (1ff)
- National Association of Social Workers, 1957-1964 (1ff)
- National Conference of Social Work on Social Work, 1951-1964 (1ff)

5. A6 Public Relation Files. 1939-1974. 13 file folders. R350.011 Box 25, folders 8-20.

Arranged by the Department of Social Welfare alpha-numeric coding system.

See individual codes below for a complete list of A6 Public Relations files.

(1) A6 General. 1947-1966. 1ff.

File includes letters received and copies of letters sent, memoranda, news clippings and other records relating to responses to media criticisms or suggestions, release of information to the news media, adverse publicity, and policies, procedures and guidelines for news releases.

(2) A6.11 Press Releases. 1939-1966, 1972-1973. 5ff.

Files are organized chronologically by year. Files include press releases and miscellaneous documentation concerning releases as issued by the Director's Office or the SDSW. Also includes miscellaneous press releases of the Governor's Office and other state and federal agencies touching on issues relative to departmental affairs.

(3) A6.12 News Clips. 1942, 1943, 1961-1966, 1970-1973. 2ff.

Files are arranged chronologically by year. Files principally contain copies of news clippings relating to various SDSW programs and activities. File for 1973 consists entirely of daily news clipping excerpts issued as an in-house publication entitled "News Leads...from the Clips." Also included is considerable correspondence with members of the press and editors relative to articles and editorials, complimentary and critical, written on SDSW programs and activities and with attached departmental comments.

(4) A6.2 Information to the Public: Movies, Television and Radio. 1941-1964, 1970-1974. 3ff.

Files are arranged chronologically by date. Files include radio and television broadcast scripts, miscellaneous documentation relating to SDSW appearances on network programs, guest interviews, and talk shows. This series is generally information as originated with and responses to editorials and network presentations. This series is generally informational as only a small percentage of scripts originated with the SDSW. Other presentations include public service addresses by Governor Earl Warren, 1951-1952; an eight-part radio series entitled "Get Acquainted with Your County Welfare Department...It is Your Business," 1955-1956; National Association of Social Workers eleven-part television series on the diversity of social casework; and departmental reports on "A Better Public Image," 1962, and "Publicity Outlets on Radio," 1972.

(5) A6.5 Speeches and Articles. 1939-1968. 2ff.

Files are arranged chronologically by year. Files include speeches and background information for and statements as delivered by SDSW Directors before state and national associations and the legislature. Subject matter covers a wide range of topics relating to SDSW programs and activities.

6. B3 Organization Files. 1965-1968. 3 file folder. R350.012. Box 25, folders 21-23.

Arranged by the Department of Social Welfare alpha-numeric coding system.

See below for a complete description of B3 Organization files.

(1) B3.1 Organization Charts. 1967-1968. 1ff.

File includes charts, memoranda, program inventory analyses, reports and proposals concerning departmental reorganization at the branch and staff unit levels.

(2) B3.2 Functions, Coordination, and Internal Relationships. 1965-1968. 1ff.

File contains miscellaneous correspondence, memoranda, charts, schedules and program summaries regarding organizational and operating plans, policy interpretations, clarity of relationships and responsibilities among units, delegation of responsibility, and staff appointments.

(3) B3.3 Assignments and Delegations. 1968. 1ff.

File contains memoranda concerning staff coverage during absences, delegations of authority, and staff assignments.

7. B4 Social Welfare Board Files. 1935-1971. 38 file folders. R350.013. Box 26, folder 1 – Box 27, folder 16.

Arranged by the Department of Social Welfare alpha-numeric coding system.

See below for a complete description of each B4 Social Welfare Board topic.

(1) B4 General. 1935-1971. 8ff.

B4 General files include director's files of letters received, copies of letters sent, memoranda, agendas and minute summaries, reports, press releases, petitions, resolutions, opinions and other records relating to Board actions and activities. Records in this series reflect the Director's involvement with Board activities, both in his capacity as a member, and after 1945, in providing information as requested by the Board about SDSW programs, policies, actions, etc., for use by the Board in their deliberations. Files relate to or include individual hearings, including surplus of case histories; Board Committee activities; recipient income; responsible relative and step-father liability policies; indigent Indians; manual revisions; statewide meetings and programs for assistance to transients; county hospitals; ADC, ATB, and ATD programs; WWII resettlement of evacuees of Japanese ancestry; children's homes and child welfare programs; residency requirements to qualify for assistance; confidential nature of records; recruitment of social workers; legal abuses in welfare; presentation before legislative hearings; manpower studies and recommendations; and program status and spot check reports. Also includes two files of Director's monthly reports to the Board, 1950-1952, summarizing overall trend in public assistance, caseloads and expenditures, recommended actions on proposed policies and issues, and federal regulations.

(2) B4.1 Board Meetings. 1969-1970. 9ff.

These files include minutes, agendas, verbatim (rough) transcripts and other records of board meeting files from 1935-1970. Subjects covered in these files relate to open public forum meetings, conducted in various counties, in which welfare recipients participated. Topics included local inter-governmental and public-private agency relationships; the need for greater citizen participation; program funding; sheltered workshops; volunteer programs; and to aliens and strikers; migrant day care centers; women in poverty; absent parent and non-supporting AFDC fathers in child support; fair hearings; WIN; food stamp program; needs of the elderly; welfare fraud; remarks of the Confederation of La Raya Unida; and questions and comments from the floor.

(3) B4.14 Hearings and Investigations. 1951-1957, 1960-1964. 4ff.

B4.14 Hearings and Investigations files contain letters received, copies of letters sent, memoranda, minutes and agendas, legal filings and briefs, reports, statements, news releases and clippings. In these files the Social Welfare Board heard public assistance appeals, assistance appeals, court cases, licensing appeals and indigent-residence appeals. Such appeals hearings were conducted by referees who submitted proposed decisions to the SWB for consideration. The Board decided on all of these cases. This series documents or relates to amendments and regulations concerning appeals; Bertch v. The Social Welfare Department which argued whether voluntary acceptance of lower standards of living in accordance with the religious precepts of Christ Church of the Golden Rule exempted members from eligibility for OAS; ANC eligibility of children whose father is a deported Mexican National; licensing of boarding homes for children; placement practices, coercion of ANC recipients and the use of investigators in Tulare County; “failure to provide” actions in San Diego County; the Hobson/Safford Complaint—a series of alleged actions, involving fraud, employee misconduct, and improper treatment of clients in the Hemet Office of the Riverside County Welfare Department, 1964; housing studies in Fresno, 1961, and Del Rey, 1963, and related records concerning housing problems of families receiving public assistance under the AFDC program – including summaries of substandard housing in Alameda, Fresno, Kings, Los Angeles, Madera, Merced Santa Clara, Stanislaus, and Tulare Counties and testimony presented before SWB Committee on Social and Economic Problems, 1964. For additional documentation relative to housing needs see J13.123 below and the papers of State Senator James A. Cobey.

(4) B4.2 Committees. 1962-1972. 7ff.

Files include letters received, copies of letters sent, memoranda, reports, agendas, minutes, transcripts, membership lists, notes, news releases, project applications and legislative abstracts concerning the transactions of the following standing, advisory and study committees: Adults, 1963; Care, Protection, and Support of Children (including a discussion of ANC for the unborn child), 1962; Community Relations, 1966; Discrimination, 1962; Fraud, 1962-1963; Merit System, 1963; Policies and Procedures, 1961; Special Planning Committee on Protective Services, 1966; Public Information and Citizen Participation, 1963-1964; Public Information and Image Problems, 1969; Services Appraisal, 1963-1966; Services, Personnel and Staff, 1962-1963; Simplification, Policy and Planning, 1965-1966; Social and Economic Problems, 1963-1964; Stipend Policy, 1966; Task Force on Workshops, 1969; and Transportation, 1963. Also includes separate files for: Clergy Advisory, 1966; Joint Study and Committee on Children’s Services, 1963-1966; State Social Welfare Board Advisory Study on Welfare Fraud, 1967-1968 including testimony, a report by Paul Weinberger, “Suspected Fraud in the AFDC Program,” and completed fraud – statistics questionnaires submitted by California District Attorneys; Task Force on the Development of Child Care Facilities, 1970; Final Report of the Task Force on Industry’s Involvement in Child Care, Child Care: A Challenge for Industry, 1971; and Report of the Task Force on Foster Care: Children Waiting, 1972.

(5) B4.21 Special Consultant Files. 1963-1965. 2ff.

B4.21 Special Consultant files include miscellaneous correspondence, memoranda, agreements, project outlines and proposals, and related records concerning "Board-initiated Studies on Socio-economic Factors Affecting Welfare-Dependent and Low-income Families," 1964; development of social work graduate programs at Fresno, Sacramento and San Diego State Colleges, 1964; and poverty and the reduction of welfare costs in response to Senate Resolutions 220 and 232, 1963-1965.

(6) B4.22 Studies. 1966-1967. 3ff.

Studies include Interim Progress, 1966, and Final Report, 1967, of Systems Management Analysis of the California Welfare System as prepared by the Space-General Corporation. These studies focus on the family group and unemployed parent components of the AFDC program.

(7) B4.3 Board Members Correspondence. 1937-1965. 5ff.

Arranged alphabetically by name of Board members and chronologically thereunder. Files include Director's copies of correspondence and memoranda with biographical sketches and related records of Board members Professor Curtis C. Aller, Jr. (Chairman, 1965-1966); Ruby Bacigalupi; Mary E. Barkwill; Mrs. George Bowman; Heber James Brown; Ruth Chance; Milton Chernin; Bernice H. Chipman; Sidney L. Cruff; John Cuneo; Melvyn Douglas; Anna J. Emmons; Robert F. Fisher; Lawrence W. Frankley; Marcie Greenberg; Rev. Wayne C. Hartmire, Jr.; Norman J. Hartzer; Arthur R. Hellender; Erwin M. Hirschfelder (Chairman, August 27, 1937-February 18, 1938); Elizabeth L. Hoey; Wilfrid H. Howard; Gerald C. Kepple; Maude Spear King (Chairman, Committee on the Golden Gate International Exposition - includes the Final Report of the committee and an article describing the exhibit of the SDSW at the Exposition, 1939); Wendell J. Kiser; Ben Koenig (Chairman, 1944-1952); George D. Lyon; Rev. Thomas H. Markham; Robert J. Magdlen; John T. Martin (Chairman, 1952-1960); Ernest L. Peterson; Gordon X. Richmond; Jerome N. Sampson; Hugh W. M. Sill; Louis Slater; Assemblyman William F. Stanton; Percy H. Steele, Jr. (Chairman, 1963-1964); Dr. Jacobus TenBroek (Chairman, 1960-1962); Senator Vernon L. Sturgeon; Carmen Warschaw; Robert D. Williams; Jessie S. Williamson; J. Stitt Wilson and Archibald B. Young (Chairman, February 18, 1938-December 20, 1943). With the exception of Board correspondence of Dr. Jacobus TenBroek, files are fragmentary and incomplete.

8. B5.1 Manuals and Handbooks. 1941-1960, 1968. 3 file folders. R350.014. Box 27, folders 17-19.

Arranged alphabetically by category.

Code B5.1 Manuals and Handbooks files principally include memoranda concerned with manual aid handbook revisions, issuances, and recodification. Also included is some documentation relative to explanation of changes and an Integrated Policy and Procedure Manual from the Protest Evaluation Unit, 1941-1959.

9. B6 Work Plans and Pending Projects Files. 1943-1973. 11 file folders. R350.015. Box 28, folders 1-11.

Arranged by the Department of Social Welfare alpha-numeric coding system.

See below for a complete list and description of Code B6 Work Plans and Pending Projects files.

(1) B6.1 Work Plans. 1957, 1959-1961. 1ff.

File contains meeting agendas, program proposals and commentary, and reports relating to job specifications, and related records concerning development of a comprehensive welfare program based on the philosophy of public assistance to every needy person without any consideration except need and preventive and protective services without reference to receipt of public assistance.

(2) B6.2 Progress Reports. 1943-1945, 1948-1963, 1965, 1968-1970, 1973. 10ff.

Files include weekly, monthly, quarterly and other program reports as submitted to the Director or Deputy Director by central office, Bureau, Area and other administrative staff. Includes broken series of the Bureau of Office Management, 1954-1957; Fiscal Affairs and Business Services Bureaus, 1968-1969; AFDC Bureau, 1969-1970; Los Angeles Area, 1955-1957, San Francisco Area, 1955-1956; and Director's Monthly Reports to the Governor's Council, September 1953-1957, 1959-1962.

**10. B7 Committee and Scheduled Meetings Files. 1936-1970. 64 file folders.
R350.016. Box 28, folder 12 – Box 31, folder 11.**

Arranged alphabetically by committee or meeting name and chronologically thereunder.

B7 Committee and Scheduled Meetings Files include meetings minutes, correspondence, and reports. Also included are two file folders with photographs: Advisory Committee on Medical Care Photograph, 1957; and the Social Welfare Photographs, 1952-1964.

See below for a complete list of Committee and Scheduled Meeting folders.

Adoption Survey Committee, 1945-1947 (2ff)

Advisory Committee on ATD, 1957-1966 (2ff)

Advisory Committee on Medical Care, 1957-1960 (4ff)

Aged Institutions Advisory Committee/Citizens, 1957-1959 (1ff)

Advisory Committee on Aging, 1955-1956 (1ff)

Agricultural Labor Resources of San Joaquin Valley Commission, 1948-1952 (5ff)

ANC Technical Advisory Committee, 1959-1960 (1ff)

California Executives of Public Welfare, 1936-1942 (1ff)

Citizens Advisory Committee on Aging, 1957-1961 (1ff)

Citizens Committee on Adoption of Children, 1952-1954 (1ff)

Committee on Recruitment, Training, and Utilization, 1956 (1ff)

Committees and Meetings, General, 1959-1961 (1ff)

County Welfare Executives, 1939-1949 (9ff)

County Medical Consultants, 1958-1959 (1ff)

County Welfare Policy Committee, 1951-1952 (1ff)
 Day Care Advisory Committee, 1960-1962 (1ff)
 Federal Meetings, 1939-1951 (1ff)
 Governor's Advisory Committee on Children and Youth, 1950-1954 (1ff)
 Governor's Committee on Los Angeles Riots, 1965 (1ff)
 Governor's Conference on Youth Welfare (1948)/White House Conference on Children and Youth (1959-1961), (1ff)
 Governor's Conference on Problems of Aging, 1950-1955, 1962 (5ff)
 Interdepartmental Conference on Social Work, 1951-1954 (1ff)
 Joint State-County Fiscal Advisory Committee, 1958-1963 (1ff)
 Joint State-County Meetings, 1950-1955 (8ff)
 Planning Conferences Transcripts, 1964-1965 (1ff)
 Program Supervisors Meetings, 1958-1960, 1962-1963 (1ff)
 Public Hearings on Regulations, 1966-1970 (10ff)
 Social Welfare Photographs, 1952-1964 (1ff)

11. B18 Reviews and Studies. 1951-1970. 34 file folders. R350.017. Box 31, folder 12 – Box 33, folder 5.

Arranged alphabetically by name of review or study and chronologically thereunder.

Code B18 Reviews and Studies Files may include reviews, studies, surveys, program analyses, reports, statistics, tables, charts, background information and data, agendas, minutes, meeting summaries, news releases, news clippings, misc. correspondence and memoranda, circular letters, guidelines, procedures and related records concerning review and study proposals and their preparation, adoption, and implementation.

See below for a complete list of Reviews and Studies Files.

Administration and Procedure Survey, 1951-1952 (1ff)
 Adoption Studies, 1955-1966 (3ff)
 AFDC Studies, 1963-1964, 1969 (1ff)
 ANC Studies, 1952-1953, 1957-1958, 1960-1963 (1ff)
 ANC Task Force, 1959-1962 (3ff)
 ATD Studies, 1958-1970 (1ff)
 California Pattern of Poverty-Child Welfare Programs, 1960-1964 (1ff)
 Children in Institutions-County Policy on Transportation, 1960-1964, 1967 (1ff)
 Day Nurseries-Discontinuance, 1959-1965, 1970 (1ff)
 Drugs Formulary-Educational Needs, 1961-1965 (1ff)
 Employment and Career Opportunities for Mex-Americans-Family Day Care, 1960-1961, 1970 (1ff)
 Family Planning-Governor's Survey of DSW, 1960-1967 (1ff)
 Home Safety Project-Housing, 1957-1969 (1ff)
 Humboldt County Food Stamp Program-Low Income Families, 1962-1968 (1ff)
 Medical Assistance to the Aged, 1962-1965 (1ff)
 Medical Care Studies, 1962-1966, 1969 (1ff)

Mental Health Problems-Mental Retardation, 1966-1970 (1ff)
National Survey of Disabled Adults-Nursing Homes, 1962-1966 (1ff)
Nursing Home Studies, 1964-1966 (1ff)
OAS Caseloads-One Day County Hospital Census, 1960-1966 (1ff)
Overpayments-Prepaid Health Insurance, 1954-1962 (1ff)
Preschool Education-Prior Authorization of Medical Care, 1958, 1966-1967 (1ff)
Professionally Educated Social Workers-Recipient Fraud, 1964, 1969-1970 (1ff)
Rehabilitation-Review of State Progress in Social Service Commitments, 1962-1964,
1967-1970 (1ff)
San Mateo Therapy Study-Santa Barbara County CPS Prepaid Plan, 1962-1964, 1969
(1ff)
Santa Clara County Survey on Children and Youth, 1959-1963 (1ff)
Santa Cruz Study, 1958-1964 (1ff)
School Dropouts-Substitute Home Utilization Survey, 1957-1970 (1ff)
Support from Absent Fathers of Children Receiving Aid, 1954-1957 (1ff)
Transfer Rate Sample Study, 1960-1970 (1ff)

12. B36.1 Data Processing – Systems File. 1969. 1 file folder. R350.018. Box 33, folder 6.

Arranged chronologically by date.

The B36.1 Data Processing – Systems File contains letters received, copies of letters sent, memoranda, and reports relating to application of EDP programs and systems to welfare services. Topics relate to information on adoption of a uniform statewide case numbering system, programming problems in county programs, redesign of State Uniform Welfare Information System, and program proposals.

13. C Personnel Files. 1953-1955, 1965-1969. 3 file folders. R350.019. Box 33, folders 7-9.

Arranged chronologically by date.

Code C Personnel Files may include letters received, copies of letters sent, memoranda, reports and related records concerning classifications and specifications (C16) and employer-employee relationships (C20) – employee complaints, strikes, eligibility of strikers for public assistance, and social worker labor union organizations and activities at the county level.

14. D Training and Education Files. 1958-1969. 7 file folders. R350.020. Box 33, folders 10-16.

Arranged by the Department of Social Welfare alpha-numeric coding system and chronologically thereunder.

Code D Training and Education Files may contain letters received, copies of letters sent, memoranda, reports, directives, agendas, minutes, programs, guidelines and related records concerning employee training and staff development education programs.

See below for a complete description of each topic for D Training and Education Files.

(1) D1 General. 1966-1968. 1ff.

File includes or relates to proposals for assisting county employees with obtaining advanced degrees in social work to qualify for membership in the Academy of Certified Social Workers; staff development programs; and department reactions to Santa Clara County Welfare Department's training programs.

(2) D2 Planning and Evaluation of Training. 1958-1961, 1968-1969. 1ff.

File includes or relates to supervisory and management development programs; staff orientation; training and consultation in casework; departmental needs with respect to recruitment, selection, continuing training, use of outside facilities and federal grants; training activity policy and procedures; development of training aids; the organization and operation of a centralized orientation – induction center; and workshops for administrative staff.

(3) D6 Scheduled Training Sessions, Institutes, and Workshops. 1958-1961. 4ff.

Files include or relate to planning and proceedings of training sessions, workshops and institutes on ANC case work; child placement; children's institutions; day care; departmental orientation; administrative aspects of licensing; aid to the blind programs; guardianship and public welfare; independent adoptions; management and administration; maternity homes; out-of-home care; rehabilitation; and services to the aged.

(4) D7 Scholarships. 1956-1960. 1ff.

File includes or relates to department-wide scholarship policy; use of federal funds; and public assistance professional traineeship proposals.

15. E Finance Files. 1950-1968. 4 file folders. R350.021. Box 33, folders 17-20.

Arranged by the Department of Social Welfare alpha-numeric coding system and chronologically thereunder.

Code E Finance Files may include letters received, copies of letters sent, memoranda, reports, charts, statistics and related records concerning fiscal management of welfare programs and operations. Files include selected samplings of records relating to annual budgets (E2.6); county claims for reimbursements (E9); and federal and state audits (E11).

16. G Licensing and Certification Files. 1956-1968. 5 file folders. R350.022. Box 33, folder 21 – Box 34, folder 1.

Arranged by category and chronologically thereunder.

Code G Licensing and Certification Files may contain letters received, copies of letters sent, memoranda, reports, surveys, physical plant descriptions, applications, institutional histories and other records relating to the licensing and certification and procedures and standards for the regulation of boarding homes, institutions, and centers for the aged and children.

See below for a complete list and description each category.

(1) G1 General. 1968. [1 File Folder with G1.1]

File contains complaints and investigations of federal sharing in Bureau of Boarding Homes and Institutions expenditures.

(2) G1.1 Homes for the Aged. 1961-1963. 1ff.

File includes examples of license application files for Bayview, Eureka; Castro Valley Sanitarium Annex; The Fairview, Hayward; Fein Lodge, Christian Science Nursing Home, Castro Valley; Tate's Rest Home, Fortuna; and Whispering Sands Rest Home, Ukiah.

(3) G1.2 Child Care. 1962-1963, 1968. 1ff.

File includes a white paper on "California's Child Care Program for Public Welfare and Low Income Families;" information on the eligibility of Vista Del Mar Child Care Service to file direct applications for AFDC; and day care funding.

(4) G1.22 Day Nurseries. 1956-1968. 3ff.

Files contain examples of license application files for: Academy of Arts, Sacramento; Bunny's Kindergarten Nursery, San Mateo; Childcraft Pre-School, Los Angeles; Christian Cooperative Nursery School, San Mateo; Daylong School, Los Gatos; Dolphin Clubs, Los Angeles; Enchanted Forest Day School, Fresno; Evelyn's Nursery School, Menlo Park; Lad and Lass Pre-School, Palo Alto; LeRoy Boys' Home, Covina; Montessori Schools; Story Book Nursery School II, Santa Clara; Toddler's House, Seaside; and United Jewish Community Centers serving San Francisco, the Peninsula and Marin County.

17. H Adoptions Files. 1961-1968. 3 file folders. R350.023. Box 34, folders 2-4.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Code H Adoptions Files include letters received, copies of letters sent, memoranda, meeting summaries, reports, statistical data and related records concerning adoptions policies and procedures, application for placement, questionable placement activities, deletion of racial and religious designations, guardianship, and single parent adoptions, and federal reimbursements (H1); Independent Adoptions (H3); irregular placement activities (H6); inter-county adoptions (H25); and interstate adoption services (H26).

18. J Public Assistance Files. 1959-1972. 24 file folders. R350.024. Box 34, folder 5 – Box 35, folder 4.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Code J Public Assistance files include letters received, copies of letters sent, memoranda, reports, statistical data, legislative analyses, guidelines and related records concerning public assistance policies and procedures and operations, services to the mentally handicapped, Short-Doyle Programs, public-private partnership in welfare services, general relief policy, adult protective services, adjustment of minimum need allowances, and simplification of categorical and programs. Specific topics include: general public assistance (J1); OAS (J1.1); ATB (J1.2); prevention of blindness (J1.4); ANC (J1.5); ANC in foster care (J1.6); ATD (J1.7); application process (J2); eligibility provisions (J4); physical and mental impairment (J6); deprivation (J8); absent parents (J8.1) and unemployed parents (J8.4); self-maintenance (J9) – employment (J9.2) and rehabilitation (J9.3); responsible relatives (J10); residence (J11); institutional status (J12); needs (J13) – standards of assistance (J13.1), housing and utilities (J13.123), transportation (J13.125), board and room and personal care (J13.126), care and supervision (J13.1261), and local maximum rates for out-of-home care (J13.12611); Property – personal property (J14.1), burial provisions (J14.11), motor vehicles (J14.12), liens on real property (J14.23), property tax relief (J14.25), and transfer of property (J14.3); income (J15) – allotments and pensions (J15.1), absent parent contributions (J15.23), earnings (J15.3), exempt income (J15.4), and occupancy value of property resources (J15.61); aid payments (J16) – amount of aid (J16.1), authorization process (J16.2), warrants (J16.3), money management (J16.72), adjustments (J16.81), fraud (J16.841), and rates for payment of care and placement of mentally retarded (J16.91); appeals and complaints (J17); guardianship (J18); Indians – special problems and needs (J19); and related programs – surplus commodities (J22.2) and food stamps (J22.3).

19. K Medical Care Files. 1961-1968. 4 file folders. R350.025. Box 35, folders 5-8.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Code K Medical Care Files include letters received, copies of letters sent, memoranda, reports and related records concerning medical care administration and program policies and procedures. File topics include or relate to: fees (K1.1); MAA (K1.3); bills and payments – medical care only payments by recipients (K2.21); abuses of the Medical Care Fund (K2.4); facilities and services (K3); hospitals, clinics and teaching facilities (K3.1); nursing home rates (K3.13); practitioners (K3.3); rehabilitation (K3.4); examinations and treatments (K4); drug therapy and medical supplies (K4.4); special provisions – prosthetic and orthopedic appliances (K5.3); hearing aids (K5.34); and prepaid medical or hospital care (K5.6).

20. M Services in Public Welfare Files. 1962-1968. 6 file folders. R350.026. Box 35, folders 9-14.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Code M Services in Public Welfare Files may include letters received, copies of letters sent, memoranda, reports and related records concerning general information on the various public welfare services offered and provided. M Services in Public Welfare topics include or relate to: School Lunch Program (M1.23); standards of services in public assistance (M1.34); casework and counseling (M2); protective services (M3); in-home protective services (M3.1); homemaker services (M3.11); day care services (M3.23); housing (M4); work experience and training (M5); community work and training (M5.1); compensatory education (M5.33); WIN (M5.4); employment (M6); farm labor referrals (M6.11); drugs and mentally retarded (M7.2); legal (M8); volunteers (M10); rehabilitation (M11); and service centers (M12).

Administration-Director

Administration-Director files are general administration files that came from the various Directors' offices of the Department of Social Welfare. Files in the sub-record group span a variety of topics and series, but generally relate to the administration and implementation of policies and procedures for the department. Additionally, the following records show areas in which the department looked to improve as well as interdepartmental relationships.

1. Coded Files. 1950-1972. 261 file folders. R350.027. Box 35, folder 15 – Box 62, folder 4.

Coded files are arranged by the DSW alpha-numeric coding system.

Coded files contain memoranda, correspondence, telegrams, newspaper articles, statements, meeting materials, and reports concerning various topics. Prominent topics include: social welfare reform; aid standards; and files on Shapiro v. Thompson, a Supreme Court case determining residency requirement for welfare recipients. The majority of coded files are DSW code B7 (meetings reports and memos) or A 5.1, which entail interdepartmental relationships amongst the department and other groups.

Each code is further described below.

Two of the Code A2.3 Conformity File, Code A5.4 Interstate Relations File, and Code J14.1 Personal Property file contain personal information and are RESTRICTED under the California Information Practices Act (Civil Code section 1798.1).

The Code H1 Adoptions, General files are RESTRICTED under the California Public Records Act Government Code, Section 7930.105 (formerly Gov. Code section 6276.02) (Confidentiality of Adoption Records).

A1.1 Discrimination. 1962-1969. 3ff. Box 35, folders 15-17.

Files contain newsletters, correspondence, memoranda, notes, and meeting minutes related to the state's attempt to end discrimination within state departments and county agencies, especially with regard to employment. Other topics covered included non-discriminatory policies, religious aspects of non-discrimination policies as well as workshops on "Minority Group Relations".

A1.1 Poverty. 1964-1968. 2ff. Box 35, folders 18-19.

Files contain memoranda, reports, poverty statistics concerning DSW action on poverty, demographics of poverty, identification of pockets of poverty, and federal and state public policy.

A2.3 Conformity. 1961-1964, 1967. 6ff. Box 35, folder 20-Box 36, folder 2. [Two files folders are RESTRICTED]

Files contain information regarding conformity of state regulation with federal guidelines, especially regarding payment aid on a need basis and the AFDC programs. These codes are primarily related to Sutter County.

A5.1 Interdepartmental Relations. 1955-1971. 89ff. Box 36, folder 3-Box 40, folder 13.

A5.1 files are organized first with general files, then alphabetically by subject or department/agency. The general files are organized chronologically by year and alphabetically by agency/department.

Files contain memoranda, reports, articles, correspondence, proposals for studies, brochures concerning projects affecting Department of Social Welfare and other agencies. Files relate to DSW programs that work together with other agencies and departments. Some of the departments/agencies of note include the California Disaster Office, Department of Education, Department of Mental Hygiene, Human Relations Agency, Department of Public Health, and interdepartmental relations with the Governor's Office.

Also of note are cabinet memoranda which relate to department activities, food program implementation, and child support issues. Cabinet memoranda were created by the DSW and forwarded to the Governor and included the subject matter, issue, conclusion, and discussion. Another subject of importance is the program issue papers that have material concerning governor's policy and programs with the DSW. Topics include eligibility for abortions, increased welfare workloads, and AFDC and job training.

See below for a complete list of A5.1 Interdepartmental files.

General, 1959-1971 (7ff)

Cabinet Memos, 1970 (5ff)

California Disaster Office, 1965 (1ff)

Citizens Advisory Committee on Aging, 1959-1960 (1ff)

Consumer Council, 1960, 1964 (1ff)

Department of Education, 1960-1965, 1969 (4ff)
 Department of Employment Development, 1962-1965 (2ff)
 Department of Finance, 1960-1965, 1969-1970 (4ff)
 Department of General Services, 1969 (1ff)
 Governors Council, 1960, 1962, 1965 (3ff)
 Governor's Office, 1951-1968 (19ff)
 Health and Welfare Agency, 1962-1965 (4ff)
 Health Care Services, 1969-1970 (3ff)
 Human Relations Agency, 1967-1968, 1970 (13ff)
 Human Resources Development, 1969-1970 (3ff)
 Interdepartmental Relations, 1962-1963 (1ff)
 Juvenile Justice Committee, 1960 (1ff)
 Department of Mental Hygiene, 1960-1965, 1969 (5ff)
 Office of Administrative Procedures, 1969 (1ff)
 Office of Economic Opportunity, 1969 (1ff)
 Personnel Board, 1962-1965, 1969-1970 (5ff)
 Program Issue Papers, 1969-1970 (1ff)
 Department of Public Health, 1960-1964, 1969 (7ff)
 Department of Rehabilitation, 1969-1970 (3ff)
 Social Work Examiners Board, 1958-1962 (3ff)
 State Controller, 1962-1965 (1ff)
 State Employees Retirement System, 1955-1960 (1ff)
 Department of Youth Authority, 1959-1963 (1ff)

A5.3 County Relationships. 1963-1965. 18 ff. Box 40, folder 14-Box 41, folder 9.

A5.3 County Relationships files are arranged alphabetically by county.

Files include reports, resolutions, newspaper articles, meeting minutes, correspondence, and memoranda relating to concerns over state and federal policies and regulations, budgeting, welfare administrative costs reduction, farm labor problems, and problems with poverty. Los Angeles files relate to protests of the Food Stamp Plan in Los Angeles and the Grand Jury's concerns about public assistance. The Sutter County file includes information on the Grand Jury investigation of the county welfare department's affairs.

A5.32 Intercounty Relationships. 1960-1962. 1ff. Box 41, folder 10.

The file contains memoranda, correspondence, and reports related to work with and between county welfare departments and juvenile courts, placement of children by counties, and the Aid to Needy Children program.

A5.4 Interstate Relations. 1959-1961. 1ff. Box 41, folder 11. [Restricted]

The file contains memoranda, correspondence, reports, and telegrams between the California Department of Social Welfare and other states concerning welfare policies, juveniles, and investigations.

A5.5 Associations and Agencies. 1961-1970. 31ff. Box 41, folder 12-Box 42, folder 9.

A5.5 files are organized alphabetically by association.

Files include membership list for Director, by-laws, newsletters, goals, policies, resolutions, and addresses for agencies and associations including: Child Welfare League of America; American Public Welfare Association; California Association for Health and Welfare; County Supervisors Association of California; County Welfare Directors Association; National Conference on Social Welfare; and ATD Advisory Committee.

See below for a complete list of A5.5 Associations and Agencies files.

General, 1967-1970 (1ff)
ATD Advisory Committee, 1967-1969 (1ff)
American Public Welfare Association, 1962-1970 (1ff)
California Association of Health and Welfare, 1968 (1ff)
Child Welfare League, 1963-1968 (1ff)
County Supervisors Association of California, 1961-1969 (2ff)
County Welfare Directors Association, 1962-1970 (1ff)
National Conference on Social Welfare, 1968-1970 (1ff)
Compress Inc. Proposal, 1965 (1ff)
Council on Social Planning, 1965 (1ff)
Council on Social Work Education, 1965 (1ff)
County Supervisors Association of California, 1965 (1ff)
County Welfare Directors Associations, 1965 (2ff)
Labor Unions, 1965 (1ff)
Lybrand, Ross Bros., and Montgomery, 1965 (1ff)
Mothers Alone Working, 1965 (1ff)
Mountain View Cemetery Association, 1965 (1ff)
National Association of Social Workers, 1965 (1ff)
National Commission for Social Work Careers, 1965 (1ff)
National Conference on Social Work, 1965 (1ff)
National Conference on Social Welfare [Atlantic City, New Jersey], 1965 (1ff)
National Federation of Settlements and Centers, 1965 (1ff)
National Social Welfare, 1965 (1ff)
Planned Parenthood Association Luncheon, 1965 (1ff)
Sacramento Area Economic Opportunity Council, 1965 (1ff)
Self-Help Enterprises, Inc., 1965 (1ff)
Social Workers Union, 1965 (1ff)
Travelers Aid Society, 1965 (1ff)
Volunteer Bureau of Sacramento, 1965 (1ff)

B3 Organization. 1963, 1969-1970. 13ff. Box 42, folders 10-22.

Files are organized first with general files, then alphabetically by subject.

Files include organizational charts and memoranda related to work assignments, transfer of duties, Community Services Division, proposed creation of a Department of Health, reorganization of the DSW, separation and eligibility of services, separation of income maintenance, and transfer of merit system,

B3.2 Administration, Functions, Coordination and Internal Relationships. 1961-1962, 1965-1966, 1970. 4ff. Box 42, folders 23-26.

Files are arranged chronologically by year.

Files include memoranda, letters received, copies of letters sent, and forms detailing policies, administration changes, functions, and estimations.

B3.3 Assignments and Delegates. 1961-1971. 2ff. Box 42, folders 27-28.

Files include letters, copies of letters sent, and memoranda showing different assignments and duties for specific workers in the social welfare department.

B4 Social Services Advisory Board. 1964. 3ff. Box 42, folder 30-Box 43, folder 2.

B4 files are organized chronologically by month.

Files include resolutions, correspondence, minutes, reports, memoranda, and material distributed for discussion at board meeting concerning coordination between board and department, development of legislation, fraud in social welfare programs, reports on special projects dealing with poverty, and public assistance programs compliance and implementation.

B5 Administrative Release. 1969. 1ff. Box 43, folder 3.

File contains written instructions to county welfare directors regarding administration changes and policies.

B5.1 Manuals and Handbooks. 1969. 1ff. Box 43, folder 4.

File contains correspondence and a circular letter to county welfare departments explaining new county welfare manual policy changes.

B7 Committees and Scheduled Meetings. 1957-1970. 289ff. Box 43, folder 5-Box 54, folder 12.

B7 files are organized alphabetically by subject and chronologically thereunder.

B7 files contain letters received, copies of letters sent, meeting minutes, draft reports, final reports, surveys, and studies of various meetings, commissions, and councils. Some topics of note include: Ad Hoc Health Review and Program Council; ATD Advisory Commission; Governor's Advisory Commission on Children and Youth; Governor's Committee on Medical Aid and Health; Health Planning Council; Interdepartmental Commission on Aging; Job Training and Placement; Medical Care Advisory Commission; and Mental Retardation Committee.

See below for a complete list of B7 files.

General, 1959-1963, 1965-1970 (15ff)

AB2 Meeting, Sept. 25, 1965 (1ff)

Absent Parents, 1964 (1ff)

Ad Hoc Health Review and Program Council, 1967-1968 (18ff)
 Adequacy of Grant, 1958-1959 (3ff)
 Aged Institutions Advisory Commission, 1960-1963 (2ff)
 Aging Citizens Advisory Commission, 1966-1968 (1ff)
 Alameda County Officials Deputies Meeting, Jan. 22, 1965 (1ff)
 Alcohol Problems Coordinating Council, 1964-1965 (1ff)
 ANC Advisory Commission, 1960 (2ff)
 Area Deputies Meeting, 1962-1963 (1ff)
 ATD Advisory Commission Meeting, 1960-1964, 1967-1968 (4ff)
 Bradley Buell Meeting, Nov. 18, 1960 (1ff)
 California Delinquency Prevention Commission, 1963 (1ff)
 California Farm Research and Legislation Commission, 1958-1960 (1ff)
 California Interagency Commission on Family Planning, 1967 (1ff)
 California Local Mental Health Directors Conference, 1962-1963 (1ff)
 Catalyst Social Work Advisory Committee, 1963-1964 (1ff)
 County Welfare Directors Management Conference, June 11-14, 1967 (1ff)
 Day Care Advisory Commission, 1961-1963 (1ff)
 Deans with Schools of Social Work [Los Angeles], July 16, 1965 (1ff)
 Domestic Agricultural Migrants in the U.S [Map Included], 1960 (1ff)
 Economic Opportunity Act, 1964 (1ff)
 Family and Children's Services Advisory Committee, 1968 (1ff)
 Federal Meetings, 1965-1966 (2ff)
 Fiscal Advisory Committee, 1966-1968 (1ff)
 Governor's Advisory Committee on Children and Youth, 1956-1962, 1966-1968 (6ff)
 Governor's Advisory Committee on Housing Problems, 1962-1963 (1ff)
 Governor's Advisory Committee on Preschool Education, 1967-1968 (2ff)
 Governor's Commission on Automation, Manpower, and Technology, 1964-1965 (1ff)
 Governor's Commission on the Los Angeles Riots, 1967 (1ff)
 Governor's Committee on Automation and Technology Developments, 1962-1964 (2ff)
 Governor's Committees on Farm Labor, Mental Health and Medical Aid, 1959-60 (1ff)
 Governor's Committee on Health and Welfare, 1959-1960 (2ff)
 Governor's Committee on Medical Aid and Health, 1960 (13ff)
 Governor's Committee on Reorganization, 1959 (1ff)
 Governor's Conference on Aging, 1959-1964 (3ff)
 Governor's Conference on Automation, 1961 (1ff)
 Governor's Conference on Critical Unemployment Areas, 1960 (1ff)
 Governor's Council on Alcohol Problems, 1965, 1967-1968 (2ff)
 Governor's Council on Rehabilitation, 1960 (3ff)
 Handicapped Children Coordinating Council, 1962-1964 (3ff)
 Health Insurance for Aged: Social Security Admin Headquarter, Sept. 13, 1965 (1ff)
 Health Insurance for Aged: Baltimore, MD, Dec. 6, 1965 (1ff)
 Health Planning Council, 1967-1970 (10ff)
 Health Planning Council: Area Wide Comprehensive Health Planning Project,
 Correspondence, 1968 (1ff)
 Health Planning Council: Area Wide Comprehensive Health Planning Project, Counties
 [Alphabetically Organized], 1968 (6ff)

Homes for Aging Council, 1964-1965 (1ff)
 Illegitimacy MacMillan Commission, 1963 (1ff)
 Indian Affairs Advisory Commission, 1963-1965, 1967-1968 (4ff)
 Interdepartmental Commission on Aging, 1954-1964 (8ff)
 Interdepartmental Commission on Delinquency Prevention, 1960-1963 (2ff)
 Interdepartmental Commission on Fee Schedule, 1959 (1ff)
 Interdepartmental Commission on Government Operations, 1957 (1ff)
 Interdepartmental Commission on Social Workers Standard, 1958-1960 (1ff)
 Job Training and Placement, 1965-1968 (15ff)
 Joint Planning for Human Needs, Pomona, CA, Feb. 6, 1965 (1ff)
 Joint State/County Fiscal Advisory Committee, 1960-1964 (1ff)
 Kern County Meetings, Nov. 16, 1965 (1ff)
 Large Urban Agencies Conference, 1960 (1ff)
 Law Conference: Legal Services to the Poor, Washington D.C., Nov. 12 1964, June 23, 1965 (2ff)
 Licensed Homes for the Aging, 1967-1968 (2ff)
 Loan Fund Committee, 1963-1964 (1ff)
 Marsena Brown Meeting, Dec. 6, 1965 (1ff)
 Medical Care Advisory Committee, 1960-1965 (9ff)
 Medical Fee Steering Committee, 1960 (1ff)
 Medical Matters Advisory Consultants, 1965 (2ff)
 Meeting Files, 1966 (3ff)
 Memos on Administrative Review, 1950-1953 (1ff)
 Mental Health Planning Advisory Committee, 1960 (1ff)
 Mental Retardation Program and Standards Advisory Board, 1965, 1967-1968 (6ff)
 Mental Retardation Study Commission, 1963-1964 (12ff)
 Merit System Advisory Committee, 1958, 1960-1961, 1964-1968 (9ff)
 Migratory Labor, 1960 (1ff)
 New Careers for the Poor Conference, March 1, 1965 (1ff)
 Ophthalmology Advisory Council, 1968 (1ff)
 Permanente Medical Group Meeting, May 13, 1962 (1ff)
 Planning Conference, Jan. 20-21, 1965 (1ff)
 Plumas County Officials Meetings, Sept. 20, 1965 (1ff)
 Programs for the Blind Coordinating Council, 1965-1968 (3ff)
 Programs for the Handicapped Coordinating Council, 1965-1969 (2ff)
 Public Health Advisory Committee, 1961 (1ff)
 Public Health Concepts in Social Work Education, 1965 (1ff)
 Public Welfare Advisory Council, Aug. 12, 1965 (1ff)
 Public Welfare Information Officers Conference, June 21, 1965 (1ff)
 Quarterly Planning Conference [Mission Inn and Sacramento Inn], 1963-1964 (4ff)
 Recruitment, Training, and Utilization Committee, 1956-1960 (5ff)
 Residential Care Home Council, 1968-1970 (1ff)
 Sacramento Bee Medicare Forum, Oct. 26, 1965 (1ff)
 Sacramento County Sam's Ranch Wagon, Aug. 11, 1965 (1ff)
 San Bernardino County Welfare Department Visit
 San Diego Audit Meeting, 1965 (1ff)

Santa Barbara Conference, Oct. 6, 1965 (1ff)
Shirt Sleeve Conference, June 9, 1964 (1ff)
Simplification, 1964-1965 (1ff)
Social Security Agency Meetings, 1958, 1960-1964 (4ff)
Staff Meetings, 1963-1964 (1ff)
State/County Meetings, 1966-1967 (1ff)
State Government Organization and Economy, 1962-1964 (1ff)
State Services for the Blind, 1962-1964 (1ff)
State Work Experience and Training Committee, 1964 (1ff)
Task Forces, 1967-1968 (1ff)
Undergraduate Education for Social Services, 1964-1965 (2ff)
White House Conference on Aging, Washington D.C., 1960-1963 (5ff)

B8 Work Methods. 1965-1967. 1ff. Box 54, folder 13.

File relates to ATD caseload increases, caseload limits, caseload standards for the AFDC Program, and different management approaches to work problems.

B10 Communication. 1966-1967. 1ff. Box 54, folder 14.

Memoranda, correspondence, pertaining to messenger services, circular letter policies, and reduction of communication costs.

B11.1 Confidential Nature of Records. 1965-1967. 1ff. Box 54, folder 14.

Memoranda concerning the confidential nature of records, AFDC recipient names, and availability of records under Welfare and Institution Codes.

B25 Population. 1958-1959. 1ff. Box 54, folder 15.

File includes data on illegitimate births, illegitimacy, and ANC caseloads.

C6 Recruitment. 1967. 1ff. Box 54, folder 15.

File includes nationwide recruiting tours for psychiatric social workers and social work for returning Peace Corps volunteers.

C7 Certification. 1964-1965. 1ff. Box 54, folder 16.

Correspondence, memoranda, and news clippings regarding the operation of the Hemet office of the Riverside County Department of Public Welfare.

C8 Appointments. 1967. 1ff. Box 54, folder 17.

Correspondence and memoranda, related to permanent position appointments, exempt positions, critical vacancies, and political activity.

C16 Classification and Specifications. 1970. 2ff. Box 54, folders 18-19.

Files include correspondence, memoranda, and bulletins concerning allocation, reclassification, and revisions of positions, merit system appointees, and proposed new positions.

C20 Employer/Employee Relationships. 1968. 1ff. Box 54, folders 21, 24.

File includes correspondence and a report on employer-employee relations policy. The report is a copy of a speech by Thomas N. Duffy from Calaveras County at a meeting on SDSW employer-employee relations policy in UC Berkeley on June 22, 1968, and relates mostly to small county social welfare programs.

C20.2 Sacramento County Strike. 1967. 2ff. Box 54, folders 22-23.

Memoranda, correspondence, progress reports and on-site reviews relating to the social worker's strike in Sacramento (Social Worker's Union Local 535, BSEIE, AFL-CIO), recruiting of replacement workers, impact of private agencies, and concerns about laws relating to social welfare recipients.

D1 General Training and Education. 1969. 1ff. Box 55, folder 1.

File includes correspondence related to county welfare training and budget needs.

D2 Planning and Evaluation of Training. 1967-1969. 2ff. Box 55, folders 2-3.

File contains reports and a copy of the training plan and program for employees of California State Department of Social Welfare.

D2.2 Evaluation of Training Activities. 1967-1969. 2ff. Box 55, folders 4-5.

Files contain correspondence relating to training activities including proposed training, reorganization, and evaluations of training.

D4 Training Material, Aids, and Devices. 1967-1970. 3ff. Box 55, folders 6-8.

Files contain newsletters, policies, and Training Aid No. 21: The Prevention and Detection of Fraud for County Welfare Workers. Also included are lists of books from the California State Library on various topics relating to Social Welfare topics.

E1 Finance-General. 1969-1970. 1ff. Box 55, folder 9.

File contains memoranda and correspondence pertaining to transfers of fund, funds for implementation of programs, and cost allocations for departments and counties.

E9 County Claims for Reimbursement. 1970. 1ff. Box 55, folders 10-11.

Contains correspondence related to county claims for reimbursement.

E10 Expansion. 1969-1971. 3ff. Box 55, folders 12-14.

Files are organized chronologically by year.

Files contain correspondence, charts, and reports relating to budget planning, aid recipients, subvention estimates for public assistance programs, and subvention estimates.

E11 Audits and Reports. 1967-1970. 5ff. Box 55, folders 15-19.

Files are organized chronologically by year.

Files contain correspondence and reports on the field audit program, audit policies, and county audits.

E11.4 County Audits. 1967. 1ff. Box 55, folder 20.

Concerns the Los Angeles County Grand Jury's contract auditors report on the Aid to Families with Dependent Children Program in Los Angeles County.

E12 Contracts, Agreements, and Leases. 1967-1971. 3ff. Box 55, folders 21-23.

Files are organized chronologically by year.

Files contain correspondence, copies of leases, contracts, and agreements between the Department of Social Welfare, the Department of Public Health, and the Department of Mental Hygiene cooperating on interagency agreements, county agreements, an agreement on civil rights, and agreements preschool education. File also contains material on AB1640 for the year 1971.

E14.12 Financial Status Reports. 1969-1970. 4ff. Box 55, folders 24-27.

Files are organized chronologically by year.

Files contain correspondence and figures showing money for state and federal assistance programs. Topics include: federal reimbursement of administrative costs; limitations on welfare administrative costs; and impact of 110% limitations on welfare administrative costs.

E14.2 State Funds. 1969. 2ff. Box 55, folders 28-29.

File contains correspondence relating to state funds for public assistance.

E16 Fiscal Agent. 1967. 2ff. Box 55, folders 30-31.

Files include memoranda, correspondence, statements, and charts concerning work with the Office of Health Care Services on the Joint Administration Committee on the California Medical Assistance Program (Medi-Cal).

F1 Foster Care Rates, General. 1964-1967, 1969. 4ff. Box 56, folders 1-4.

Files are organized chronologically by year.

Files include correspondence, memoranda, plans, and reports. Topics include: plans for implementing child services, child welfare plan for 1964-1965, and memoranda on helping minority groups.

F2 Basic Foster Care Rates. 1969. 1ff. Box 56, folder 5.

File contains a copy of a newspaper article written by Guy Wright in the San Francisco Examiner on November 16, 1969 called, *A Mother's Love*. There is also a copy of a response from the Human Relations Agency to Guy Wright about the article and the inaction of the Department to intervene in the beating of three children.

F4.6 Foster Care Rates. 1969. 1ff. Box 56, folder 6.

File contains correspondence and hearing material related to group home foster care rates and protest hearings on foster care rates for Cuban refugees.

G1 Licensing, General. 1967-1970. 3ff. Box 56, folders 7-9.

Files are arranged chronologically by year.

Files include general memoranda and letters relating to licensing of boarding homes and institutions. One topic of note is the killing of a caretaker in Santa Rosa.

G1.1 Adult Facilities Licensing. 1966, 1970. 2ff. Box 56, folders 10-11.

Files are arranged chronologically by year.

The files include correspondence regarding elderly homes, regulations, and care facilities assistance payments.

G1.2 Day Care Facilities Licensing. 1966-1970. 2ff. Box 56, folders 12-13.

Files are arranged chronologically by year.

Files contain correspondence and reports related to child care facilities and the licensing of Kinderlodge.

G1.22 Large Family Day Homes Licensing. 1963, 1966-1970. 3ff. Box 56, folders 14-16.

Files are arranged chronologically by year.

Files contain correspondence and a 1963 report on regulation of day care nurseries, licensing procedure questions, staffing ratios, Montessori schools, and renovations of day care nurseries.

G5.6 Dual Licensing. 1966. 1ff. Box 56, folder 17.

File contains three letters related to joint licensing.

G6, Licensing and Inspection Procedure. 1969. 1ff. Box 56, folder 18.

File contains two letters and a memo to California Assemblymen on licensing inspection and procedures.

G6.1 Appeals, Denials, and Revocation of Licenses. 1969. 1ff. Box 56, folder 19.

File contains correspondence on appeals, denials, and revocation of licenses.

G7 Licensing Standards. 1969-1970. 2ff. Box 56, folders 20-21.

Files are organized chronologically by year.

Files contain correspondence related to licensing standards.

H1 Adoptions, General. 1969-1970. 2ff. Box 56, folders 22-23. [Restricted]

Files are organized chronologically by year.

Files contain correspondence related to general adoption policies and federal reimbursement. Many of the letters refer to specific cases.

H3 Types of Adoptions. 1969. 1ff. Box 56, folder 24.

File includes correspondence, copies of press releases, and charts referring to the different types of adoptions available.

H6 Irregular Placement Activity for Adoption. 1969. 1ff. Box 56, folder 25.

File contains correspondence on injunction action in adoption cases.

H25 Holt Adoption Program. 1962-1966. 1ff. Box 56, folder 26.

File contains correspondence and a report related to the Holt Adoption Program and intercounty adoption.

J1 Public Assistance, General. 1969-1971. 7ff. Box 56, folders 27-33.

Files are arranged chronologically by year.

Files contain correspondence and reports of various topics. Some topics of note include: welfare reform; report on county reaction to, "Meeting the Challenge;" Governor's proposal on welfare reform; effectiveness of welfare; and adult simplification.

J1.1 Adult Aids. 1966-1969. 2ff. Box 56, folders 34-35.

Files are arranged chronologically by year.

Files contain letters, copies of letters received, memoranda, and charts on old age security and automated support for the aged.

J1.2 Aid to the Blind. 1969. 1ff. Box 57, folder 1.

Included in the file is a copy of the, *California Welfare Director's Newsletter*, July 22, 1969. Also included is a copy of HR 3782 (1969) with comments.

J1.5 Aid to Families with Dependent Children. 1966-1969. 2ff. Box 57, folders 2-3.

Files are arranged chronologically by year.

Files include various reports on Aid to Needy Children.

J1.7 Aid to Totally Disabled. 1966-1969. 2ff. Box 57, folders 4-5.

Files are arranged chronologically by year.

Included in the files are correspondence, newsletters, and reports from miscellaneous items related to disabled aid.

J1.8 Aid to Victims of Crimes of Violence. 1967. 1ff. Box 57, folder 6.

File contains memoranda on change in control over awarding monies.

J2 Application Process. 1966-1969. 1ff. Box 57, folder 7.

File contains correspondence from the SDSW and various counties regarding the application for benefits.

J4 Eligibility Provision. 1966-1967, 1969. 4ff. Box 57, folders 8-11.

Files are arranged chronologically by year.

Files contain material related to eligibility provisions. One file specifically relates to medical assistance.

J6 Physical and Mental Impairment. 1966-1969. 2ff. Box 57, folder 12-13.

Files are arranged chronologically by year.

Files contain letters, memoranda, and reports regarding county aid to the mentally impaired.

J6.2 Mentally Retarded. 1963-1970. 1ff. Box 57, folder 14.

Concerns discriminatory attitudes of parents of mentally disabled and federal reimbursement for services.

J8.1 Absent Parents. 1969. 2ff. Box 57, folders 15-16.

File contains letters and copies of letters sent to a Mr. Leslie C. Nichols, Attorney at Law. These letters are regarding the practices in the Contra Costa County Welfare Department referring to contacts with individuals' employers before attempting to personally contact the individual about whom child support information is sought.

J8.42 Registration and Job Search for Employment. 1969-1970. 1ff. Box 57, folder 17.

This file contains material on unemployed parents and strikers.

J9 Self Maintenance. 1966, 1968-1969. 2ff. Box 57, folders 18-19.

Files are arranged chronologically by year.

Files contain correspondence, statements, and reports regarding self-reliance, motivation, planning, and preparing.

J9.2 Self Maintenance Employment. 1967-1970. 1ff. Box 57, folder 20.

File contains letters, surveys, and a report from North Dakota concerning self-employment, determination of needs, and definition of earned income.

J10 Responsible Relatives. 1969. 2ff. Box 57, folders 21-22.

Files contain correspondence concerning the roles and responsibilities of relatives as well as references to specific court cases. The first file folder contains material on men assuming the role of the spouse.

J11 Residence, 1969, 1ff. Box 57, folder 23.

File contains material regarding residency requirements for public assistance. Also included are memoranda about the Shapiro vs. Thompson court case and its affect in California.

J13 Needs. 1966-1969. 3ff. Box 57, folders 24-26.

Files are arranged chronologically by year.

Files include letters, memoranda, publications, and reports concerning general public assistance needs, AFDC needs, assessment, methods, and basis for needs.

J13.1 Standard of Assistance. 1966-1969. 2ff. Box 57, folders 27-28.

Files are arranged first with a general folder regarding standard of assistance, then with a folder containing bill analysis of AFDC aid increase.

J13.123 Housing and Utility Needs. 1966-1969. 1ff. Box 57, folder 29.

File contains correspondence and reports regarding increase in housing and utilities, bill analysis for needs, various local costs, and special shelters.

J13.125 Transportation Needs. 1969. 1ff. Box 57, folder 30.

File contains correspondence about transportation needs.

J13.126 Room and Board, Personal Care/Long Term Care Needs. 1969. 1ff. Box 57, folder 31.

File contains correspondence about room and board, costs, time frame, and application for.

J13.1261 Care and Supervision. 1969. 1ff. Box 57, folder 32.

File contains a memorandum from the Task Force on Intermediate Care Committee #1 explaining, "The position of this Department is that administration of Intermediate Care program be assigned to the Department of Public Health."

J14.1 Personal Property. 1966-1969. 1ff. Box 57, folder 33. [Restricted]

File contains letters, memoranda, and a telegram regarding personal property, protected income and property reserves under Medi-Cal, and a legal opinion about a specific case regarding personal property.

J14.25 Property Taxes. 1968-1969. 1ff. Box 57, folder 34.

File contains a report on county property tax rates for public assistance and proposed education and welfare property tax reform.

J15 Income. 1966. 1ff. Box 57, folder 35.

File contains correspondence regarding limits for aid.

J15.4 Exempt Income. 1966, 1969. 2ff. Box 57, folders 36-37.

Files are arranged chronologically by year.

Files include memoranda, letters received, copies of letters sent, reports, and transcripts regarding public assistance exempt income and treatment of income in federal programs.

J16 Aid Payments. 1966-1967, 1969. 2ff. Box 58, folders 1-2.

Files are arranged chronologically by date.

J16 files include correspondence about aid payments, integrated payments, and procedures for payments and integration of payments.

J16.8 Overpayments and Underpayments. 1967-1969. 1ff. Box 58, folder 3.

Files contain letters, news clippings, and memos from the SDSW to county departments, state senators, and various interested parties regarding county practice for recovering overpayments and dealing with underpayments.

J16.841 Repayment of Fraud. 1966-1967, 1969. 4ff. Box 58, folders 4-7.

Files are arranged chronologically by date.

J16.841 files include statistics, letters, attorney opinions, reports, minutes, agendas, training aids, and publications about repayment of fraud. Some records of note include: Recipient of Fraud Reports; *A Resume of The Governor's Fact-Finding Conference on Welfare Fraud*, July 10, 1967; a copy of Department Bulletin 624 about welfare fraud; and a copy of Training Aid 21: "Recipient Fraud for County Welfare Workers," 1963.

J17 Appeals and Complaints. 1966-1971. 5ff. Box 58, folders 8-12.

Files are arranged chronologically by date.

Included in the files are procedures for appeals, problem of backlog of appeals cases, fair housing requests and statistics, and concerns about payments during appeals.

J18 Guardianship. 1969-1970. 1ff. Box 58, folder 13.

The file includes correspondence concerning Welfare Department staff serving as conservators under the new Lanterman-Petris-Short Law.

J19 Indians. 1967-1970. 3ff. Box 58, folders 14-16.

Files are arranged chronologically by year.

Topics include Indian relocation needs and concerns, needs of Indians on Alcatraz Island, public assistance received by Indians, problems of Indians in urban area, BIA study of Indian problems, and meetings regarding Indians and social workers, including the California Advisory Committee on Indian Affairs. Much of the files reflect the work of Bert Walters, departmental representative on Indian matters.

J19 Indians-Bert Walters Material. 1959-1969. 6ff. Box 58, folders 17-22.

Files are arranged chronologically by date.

The Bert Walters files contain reports, memoranda, correspondence, meeting notes, pamphlets, and newspaper articles concerning such topics as the State Advisory Committee on Indian Affairs, relations between state and Native Americans, lawsuit: California Indian Educators Association v. State Advisory Committee on Indian Affairs,

background on boarding schools, proposed legislation affecting Indians, federal funds for Indians in California, and migration of Indians to California. Also includes one file folder of news releases (1966-1967) and one file folder on Education (1968).

J22.2 Surplus Commodity Distribution. 1970. 1ff. Box 58, folder 23.

File includes correspondence and a press release detailing decisions to grant or deny surplus commodities.

J22.3 Food Stamp Program. 1966-1971. 5ff. Box 58, folders 24-28.

Files are arranged chronologically by date.

Food Stamp files include correspondence, memoranda, and resolutions related to proposed changes by the federal Department of Agriculture and the Food Stamp Program eligibility. In the, *Public Assistance, Emergency Relief*, 1969-1971, file is a progress report for November 1969-January 1971 and a press release related to the Food Stamp Program.

K1 Medical Care, General. 1966-1969. 2ff. Box 59, folders 1-2.

Files are arranged chronologically by date.

Files include letters, memoranda, and regulations related to Medi-Cal and medical assistance.

K1.1 Fees, Reimbursements, and Services. 1966. 1ff. Box 59, folder 3.

File contains correspondence to institutions regarding reimbursement for services and fees.

K5.2 Abortions. 1970. 1ff. Box 59, folder 4.

File contains information on abortions performed under Medi-Cal and eligibility. Included within the file are Cabinet discussions.

M1 Services, General. 1966-1972. 4ff. Box 59, folders 5-8.

Files are arranged chronologically by date.

Files include memoranda, correspondence, and reports related to evaluation procedures for social services and possible change with social service with development of a proposed Department of Health. Also included is the State Plan for Services to Families and Children.

M1.23 School Lunch Program. 1970. 1ff. Box 59, folder 9.

File contains memoranda, correspondence, and charts related to eligibility for free or reduced price school lunches, pilot program for Meals on Wheels, questions concerning lunch programs within particular school districts, and hunger among children.

M1.34 Standards. 1966-1967, 1969-1970. 7ff. Box 59, folders 10-16.

Files are arranged chronologically by date.

Files contain memoranda and correspondence concerning program staffing, assessment of services program, services reporting and collecting of information, services caseload standards and recording, and intake standard policy. Also included is one file folder on Supervisor to Worker ratios.

M1.36 Purchase of Services. 1969-1971, 1973. 4ff. Box 59, folders 17-20.

Files are arranged chronologically by year.

Files include a study of pilot project on DSW purchasing social services as provided for by the Social Security Act of 1967 and purchase of social services provided by private companies. Also included is a Booz Allen report on purchase of services (1971). The 1973 file contains a Booz Allen report on the study of management information system for the social service program.

M3 Protective Services. 1969-1970. 2ff. Box 59, folders 21-22.

Files are arranged chronologically by date.

Files include news releases, memoranda, correspondence, policy statements, and Attorney General Opinions related to protection of children, conference on protective services for children, and the Family Care Program.

M3.11 Homemaker Services and Attendant Care. 1969-1970. 3ff. Box 59, folders 23-25.

Files are arranged chronologically by date.

Files contain material related to legislation on homemaker services, homemaker-attendant care services, assistance to people who would otherwise need out-of-home care; county concerns over state allocations for services; resolutions related to Governor Reagan's cutbacks in program; and changes to homemaker regulations.

M3.2 Out-of-Home Care. 1966-1967, 1969-1971. 3ff. Box 59, folders 26-28.

Files are arranged chronologically by date.

Files include memoranda, correspondence, testimony, and reports relating to non-medical out-of-home care for public assistance, also known as residence care and concerns about funding rates and allocation of care. Also included are testimony and correspondence on Family Day Care Homes and Family Care Services for out-of-home care licensing and a need for more centers/solutions to the problems.

M3.23 Day Care and Children's Centers (AB1930). 1969-1972. 5ff. Box 59, folder 29 – Box 60, folder 2.

Files are arranged chronologically by date.

Files include bulletins, interagency agreements, studies, correspondence and memoranda. Some subjects of note include: funding for day care services for public assistance

recipients; revisions of federal day care standards; studies pertaining to work with the Department of Education on children's centers; reimbursement for children at centers; children eligibility of claims; study on Children's Center Program (1970) prepared by the Department of Finance; and federal-state cooperation

M3.25 Intermediate Care Facilities. 1970. 1ff. Box 60, folder 3.

File contains memoranda concerning financing of Intermediate Care program Title XI, work with Department of Health Care Services, and Intermediate Care payments.

M3.3 Protective Services for Adults. 1969. 1ff. Box 60, folder 4.

File contains correspondence related to protective services for adults including emergency shelters.

M3.4 Services to Minority Groups. 1970. 1ff. Box 60, folder 5.

The M3.4 file includes correspondence and memoranda mainly pertaining to the Cuban Refugee program.

M4 Housing. 1969. 1ff. Box 60, folder 6.

File contains correspondence related to housing issues and the Department's efforts to provide Housing Improvement Services to recipients.

M5 Work Experience and Training. 1965-1972. 6ff. Box 60, folders 7-12.

Files are arranged chronologically by year.

M5 files contain memoranda, correspondence, and audits related to on-the-job training programs, job training development and placement for welfare clients, budgets for supplemental training and employment program work experience, and audits of Alameda and Los Angeles County. Also included is material about administration of and compliance with Title V of the Economic Opportunity Act federal work program administered by DSW and county operated work and training programs for non-federally eligible AFDC-U.

M5.32 Youth Training Programs. 1970-1971. 2ff. Box 60, folders 13-14.

Files are arranged chronologically by year.

Files include correspondence, resolutions, and memoranda on expenditures for youth in federal programs, career training programs, and career opportunity development projects.

M5.33 Compensatory Education. 1965-1967, 1969-1970. 6ff. Box 60, folders 15-20.

Files are arranged chronologically by date.

Files contain correspondence and reports related to preschool educational programs. One file folder contains material related to training for Project Head Start at UC Davis in June 1965. This federal Head Start Program included service to children and their children.

M5.4 Work Incentive Program (WIN). 1968-1971. 12ff. Box 60, folder 21-Box 61, folder 4.

Files are arranged chronologically by date. Some of the files relate to specific subjects.

WIN files include correspondence, memoranda, studies, reports, and training and education draft guidelines associated with the California Work Incentive Program. Files relate to slots allocated for enrollment by counties, county responsibilities for WIN projects, expenses to run programs, studies of WIN and ETS (Educational Training Services), coordination of delivery of services to WIN enrollees, financial savings of program, special work projects, county establishment of training programs for AFDC recipients, sanctions for not participating in program, and a "Handbook of Basic Team Concepts" (March 1970). Also included are memos regarding and reviewing WIN effectiveness and WIN spending patterns.

M6 Employment. 1966-1967, 1969-1971. 2ff. Box 61, folder 5-6.

Files are arranged chronologically by date.

Files include memoranda and correspondence primarily concerning summer job opportunities for youths, the Governor's Job Training and Placement Project, and testing methods.

M6.11 Farm Labor Referrals (Bulletin 644). 1965-1967. 3ff. Box 61, folder 7-9.

Files are arranged chronologically by year.

Files include weekly reports, memoranda, and reports related to farm labor policies with regard to designation of farm labor as part time employment and use of AFCD for welfare recipients doing farm labor. Files also concern attempts by counties and fruit growers to suspend Bulletin 644.

M7 Health. 1969-1970. 4ff. Box 61, folders 10-14.

Files are arranged chronologically by date.

Files include reports and correspondence related to DSW's role in development of California's state plan for health and the reorganization for health program including the proposed creation of a single health department. The two reports included are, "State Program: Comprehensive Health Planning, Fiscal Year 1970" and "Comprehensive Health Planning Basic Background."

M7.2 Mental. 1967-1969. 4ff. Box 61, folders 15-18.

M7.2 files contain material concerning Medi-Cal payments for patients in State Hospitals, trends affecting mental retardation in California, services to mentally handicapped, staffing in community placement programs, review of mental retardation facilities in California by the federal Department of Health, Education, and Welfare, coordinated planning for the discharge of State Hospital patients, and "crash course" to qualify patients in State Hospitals for Medi-Cal benefits.

M8 Legal Services. 1964-1974. 1ff. Box 61, folder 19.

Files concerns legal service payments for attorney's fees for OEO-funded law offices, changes to legislation, and legal services for public welfare recipients.

M8.2 Social Security Contributions.1972-1974. 1ff. Box 61, folder 20.

File relates to state reimbursement of county costs of social security benefits for Homemaker Services.

M10Volunteers. 1968-1973. 1 ff. Box 61, folder 21.

Files concerns policies about volunteer services in public welfare. Also includes departmental newsletter Volunteer Service News.

M12 State Service Centers. 1966-1967, 1969. 9ff. Box 61, folder 22-Box 62, folder 4.

Files are arranged chronologically by date.

Files contain memoranda, reports, plans, progress reports, and charts concerning state service centers that were established throughout the state as a coordinated place to find governmental social services. Files reflect recruitment of personnel, DSW's implementation of its portion of the service centers, budgeting, procedural plans for the service centers, location/site selection, bulletins and announcements regarding recruitment guidelines and administrative procedures for state service centers, and the Service Center Program Handbook.

2. Hearing Files. 1964-1968. 58 file folders. R350.028. Box 62, folder 5 – Box 64, folder 10.

Arranged chronologically by date of meeting.

Hearing Files contain agendas, correspondence, staff reviews, transcripts, statements and testimonies presented, DSW publications, proposed regulatory items, and revisions of regulations or bulletins. For a full detail of topics, dates and locations see below.

Date	Hearing Topic	Box/Folders
12/22/1964	Regulations pertaining to medical care in the public assistance medical care program. Sacramento (5ff)	Box 62/5-9
02/05/1965	Various regulations discussed. Sacramento (1ff)	Box 62/10
03/19/1965	Regulations on Aid to Families with Dependent Children. San Bernardino (1ff)	Box 62/11
05/07/1965	Various regulations discussed. Sacramento (3ff)	Box 62/12-14
08/06/1965	Various regulations discussed. Sacramento (7ff)	Box 62/15-21
02/03/1967	Various regulations discussed. Sacramento (3ff)	Box 62/22-24

05/05/1967	Various regulations discussed. Sacramento (3ff)	Box 62/25-27
07/21/1967	Various regulations discussed. Sacramento (3ff)	Box 62/28-30
09/22/1967	Considering regulations on public assistance programs. Sacramento (2ff)	Box 63/1-2
10/02/1967	State-County Meeting on Public Welfare Policy. Sacramento. (1ff)	Box 63/3
11/03/1967	Farm Labor Policy and Bulletin # 644. Bakersfield. (7ff)	Box 63/4-10
01/19/1968	Various regulations discussed. Sacramento (2ff)	Box 63/11-12
03/21/1968	Revisions of the merit system regulations. Sacramento (1ff)	Box 63/13
04/19/1968	Licensing Regulations. Sacramento (1ff)	Box 63/14
05/16/1968	Various regulations discussed. Sacramento. (2ff)	Box 63/15-16
06/07/1968	Merit system regulations, San Francisco. (1ff)	Box 63/17
06/13/1968	Various regulations discussed. Sacramento. (3ff)	Box 63/18-20
09/27/1968	Various regulations discussed. San Francisco. (1ff)	Box 63/21
10/10/1968	Various regulations discussed. Red Bluff. (3ff)	Box 63/22-24
11/08/1968	Various regulations discussed. Carmel. (3ff)	Box 63/25-27
12/12/1968	Hearing on Montessori Education. Los Angeles (5ff)	Box 63/28-Box 64/3
01/26/1972	Hearing on Proposed Changes. Sacramento (1ff)	Box 64/4
02/22-29/1972	Hearing on Proposed Regulation Changes. Sacramento (4ff)	Box 64/5-8
11/15/1972	Hearing on Proposed Regulation Changes. Sacramento (1ff)	Box 64/9
11/30/1972	Hearing on Proposed Regulation Changes. Sacramento (1ff)	Box 64/10

3. Subject Files. 1937-1950, 1967-1972. 85 file folders. R350.029. Box 64, folder 11 – Box 66, folder 30.

Arranged alphabetically by subject or topic.

Subject Files include letters, copies of letters sent, reports, memoranda, bulletins, and appeals. The majority of subject files relate to the Welfare Reform Act of 1972, in which Governor Ronald Reagan shaped welfare policy with the goal of increasing aid to the truly needy, requiring able bodied aid recipients to work, and reducing the overall spending of aid. Estimates projected that 50,000 persons were being added to the aid rolls every month and that without reform total spending would be over \$3 billion in 1971-1972 fiscal year. Subject matter includes: Adoptions; Adult Flat Grant; Aid to Families with Dependent Children (AFDC); Aid to Totally Disabled; Associations; Attendant – out of home care; Cooperative Area Manpower Planning Systems; Childcare; Children Center; County Plan; Department of Finance; Employable; Fair Hearings; Food Stamps; Fraud; Licensing; Medical; Overview of California Welfare Reform Act of 1972; Programs; Responsible Relative; Revenue Sharing; Review of Administrative Costs; Report of Examination, Los Angeles and Alameda County Audit of Welfare Expenditures; Social Services: Meeting the Challenge – Reducing Spending to minimum required levels; Unborn; Unlicensed Facilities; Welfare Case Study; and Work Incentive.

See below for a complete list of subject files.

Adoptions, 1971-1972 (1ff)
 Adult Flat Grant, 1972 (1ff)
 Agency, Human Resources Development, 1971 (1ff)
 Agreements with County Welfare Directors, 1948 (1ff)
 Aid to Families with Dependent Children, 1971-1972 (2ff)
 Aid to Totally Disabled, 1971-1972 (2ff)
 Appeals, 1949, 1971 (2ff)
 Associations, 1972 (1ff)
 Attendant/Out-of-Home Care, 1971-1972 (2ff)
 Audits, Department of Finance, 1971 (1ff)
 Bulletin, Department [Myrtle Williams], 1949-1950 (2ff)
 C.A.M.P.S. Cooperative Area Manpower Planning Systems, 1972 (1ff)
 Child Care, 1972 (1ff)
 Children's Centers, 1971-1972 (2ff)
 Circular Letters [Myrtle Williams], 1950 (1ff)
 Civil Rights, 1971 (1ff)
 Constitutional Amendment Article XXV and XXVII [Transferring Admin of Aid from County to State], 1948 (1ff)
 Contracts, 1971 (2ff)
 Correspondence [General], 1949 (2ff)
 Correspondence [State Controller's Office], 1949-1950 (1ff)
 Correspondence [With Other Departments], 1971 (1ff)
 County Plan, 1972 (1ff)
 Department of Finance, 1972 (1ff)
 Eligibility, 1971-1972 (2ff)
 Employables, 1971-1972 (2ff)
 Fair Hearings, 1971-1972 (1ff)
 Family Assistance Plan, 1971 (1ff)

Food Stamp Program, 1971-1972 (4ff)
 Fraud, 1972 (1ff)
 Licensing, 1972 (2ff)
 Manager Selection and Development, 1971 (1ff)
 Medi-Cal, 1971-1972 (2ff)
 Memoranda, Department, 1939-1950 (2ff)
 OAS Responsible Relatives, 1971 (1ff)
 Organization [Departments], 1971 (1ff)
 Overview of California Welfare Reform Act of 1971, 1972 (1ff)
 Preschool, 1972 (1ff)
 Programs [Public Assistance and Various Topics], 1971-1972 (4ff)
 Regional Social Service Instructions, 1949 (1ff)
 Regional [Administrative Instruction], 1949 (1ff)
 Region [Office Operations Handbook] (Security Payrolls), 1949 (1ff)
 Region [Organization] (Maps and Organization Charts), 1949 (1ff)
 Region [Office Management], 1949 (1ff)
 Region [Personnel], 1949 (1ff)
 Region I and II [Los Angeles County], 1949 (2ff)
 Region IV, 1949 (2ff)
 Reorganization, 1971 (1ff)
 Report of Examination [Alameda County Audit], 1971 (1ff)
 Report of Examination [Los Angeles County Audit], 1968-1969 (1ff)
 Reports, Applications, 1949 (1ff)
 Reports [Document Review Unit], 1949 (1ff)
 Responsible Relatives, 1972 (1ff)
 Revenue Sharing, 1972 (1ff)
 Review of Administrative Cost, 1972 (1ff)
 Social Services [Meeting the Challenge, Reducing Spending to Minimum Needs, and Reporting], 1972 (4ff)
 Strikers, 1965-1975 (2ff)
 Unborn [Nutritional Grants for Pregnant Women], 1972 (1ff)
 Unlicensed Facilities [Desert Aire Rest Home No. 2 Tragedy], 1971 (1ff)
 Welfare Case Study [Includes Report], 1972 (1ff)
 Work Incentive, 1972 (1ff)

4. County Correspondence. 1973. 14 file folders. R350.030. Box 67, folders 1-14.

Arranged alphabetically by name of county.

County Correspondence Files contain incoming and outgoing correspondence with counties, often in response to queries by county human resources agencies. Files include correspondence, reports, and clippings. County correspondence files relate to such topics as issuing of AFCD warrants, fiscal problems in county and city welfare departments, problems with implementation of new programs and regulation by counties, caseload reduction issues, homemaker programs, impact on counties by state social service

allocation reductions, and implementation and conversion of HR1 from 1972 which had to do with Social Security amendments.

5. County Welfare Director Letters. 1973. 7 file folders. R350.031. Box 67, folders 15-21.

Arranged chronologically by date of letter.

County Welfare Director Letters contain correspondence with all county welfare directors by the Department of Social Welfare, especially by the Deputy Director for Payment Operations. Correspondence relate to such topics as effect of HR1 policy and regulation on AFDC, institutions for calculating methods, changes to assistance expenditures of state/county welfare departments, instructions for implementation of state programs including foster care, food stamp, and responsible relative programs.

6. Agency Correspondence. 1937-1973. 25 file folders. R350.032. Box 68, folder 1 – Box 69, folder 4.

Arranged alphabetically by subject then chronologically by month for the year 1973.

Agency Correspondence files may include memoranda, incoming and outgoing correspondence, charts, reports, clippings, and policy and position papers related to queries by agencies, in particular the Health and Welfare Agency, to the Department of Social Welfare. Correspondence include such topics as implementation of legislation including the SSI/SSP program, information on eligibility requirements, administration of welfare payments to adults, HR1 (Social Security amendments from 1972) Action Plan and Implementation regulations, federal legislation, food stamp program, creation of the Department of Benefit Payments, and responsible relatives program.

See below for a complete list of Agency Correspondence.

Attachments, 1942-1970 (2ff)
Civil Rights, 1965-1966 (1ff)
Governor's Office, 1973 (1ff)
Medical Plan, 1965 (1ff)
Miscellaneous, 1949-1967 (1ff)
Standards, 1937-1973 (6ff)
State Plan, 1965-1967 (2ff)
General Correspondence [1973], 1973 (12ff)

Assistant to the Director

The office of the Assistant to the Director dealt generally with public relations and legal affairs of the department. In 1957, the position of Information Officer was created under the Assistant-Director. In 1967, the Legislative Office was created under the Assistant to

the Director. By 1970, the Assistant to the Director was responsible for the Public Information Officer, Communications Unit, Regulations Coordinator, and Information Center. The Assistant to the Director files primarily concern legislation affecting the Department at both the federal and state level.

1. Legislative Files/Bill Files. 1966-1969, 1972. 49 file folders. R350.033. Box 69, folder 5 – Box 71, folder 10.

Legislative files are arranged by legislative session and then numerically by bill number within legislative house.

Bill files may contain correspondence, memoranda, newspaper articles, reports, notes, budget sheets, summaries, and analysis related to any introduced legislation affecting social welfare. Notable proposed bills from the 1967 legislative session include: AB487 (departmental name change and revision of all code references to read social services in place of social welfare); AB1034 (eliminates property limits for cases with self-support plan); AB1761 (requires county employees to report information about crimes obtained in course of duties); SB74 (revises law health service cards); SB513 (increases aid to blind grant by \$4); and SB1142 (requires birth certificate to show that adoption is a single parent adoption). Two chaptered bills of significance include AB71 (removed requirement of residence reference by reputable citizen of state) and AB1142 (made technical change in language).

For the 1968 legislative session Assembly Bill 1589 dealt with senior citizens property tax assistance. Chaptered bills and topics of note for the 1968 legislative session include: AB389 (provided for a unified, coordinated, and comprehensive program of in-home and out-of-home non-medical care services for aged, blind, and disabled recipients who need them); AB716 (expanded child care services to include care for children in their own homes during part of the day when their parents cannot provide care during all of the 24-hour day); AB1305 (established basic authority in the administrator of the Health and Welfare Agency to direct, supervise, and coordinate services provided by the state for training and employment counseling of recipients of public assistance); and SB128 and SB409 that deal with adoption services.

For the 1972 legislative session bills of note include: AB99 (Chapter 670, Statutes of 1972) transferred responsibility for child care services from DSW to the Department of Education; ACR17 includes the State Social Welfare Board's "Report on Foster Care: Children Waiting" (September 1972); and SB121, which is titled the Welfare Reform Act of 1972.

1966: AB23-AB187, ACR19, AB1XX; SB5, SB28 (1ff)	Box 69/5
1967: AB5-AB2541, ACR1-ACR125, HR370-HR517 (7ff)	Box69/6-12
1967: SB74-SB1510, SCA16, SCA17, SCR42, SCR43, SJR17, SJR42 (3ff)	Box 69/13-15

1968: AB6-AB1944, ACA4, AJR4, AB7X (3ff)	Box 69/16-18
1968: SB9-SB1265, SCR98, SJR2, SJR13, SR179, SB8X-SB16X (3ff)	Box 69/19-Box 70/2
1969: AB6-AB2329, ACR228, HR401 (4ff)	Box 70/3-6
1969: SB52-SB1388 (3ff)	Box 70/7-9
1972: AB35-AB2775, ACA31, ACA65, ACR17-ACR82 (13ff)	Box 70/10-22
1972: SB45-SB1475, SCA29, SCR6, SCR48 (9ff)	Box 71/1-9
1973: AB89 (1ff)	Box 71/10

2. Social Security Act Files. 1967-1968. 8 file folders. R350.034. Box 71, folders 11-18.

Do not contain a discernible arrangement.

Social Security Act Files contain correspondence, hearing transcripts, and policy statements related to the welfare reform study and federal social security amendments (1967). Topics of note include: limits on federal participation in Medi-Cal; limits on federal matching in AFDC program; restrictions on federal matching in AFDC for unemployed fathers; cost of living adjustments in AFDC; support from absent parents; and required social services in AFDC.

3. Public Law 90-248 Files. 1967-1968. 2 file folders. R350.035. Box 71, folders 19-20.

Arranged into two committees on PL 90-248.

Public Law 90-248 Files contain correspondence, meeting minutes, and policy statements about new federal social security amendments (1967). One file folder contains material from the State-County Policy Committee on PL 90-248 and the other file contains material from the Interdepartmental Task Force on PL 90-248.

Public Information Officer

The Position of Public Information Officer was established in 1957 under the Assistant Director. Bert F. Williams became the first Public Information Officer in 1957. He worked under the Assistant Director to the Department of Social Welfare. In 1961, Herb Fowler took over responsibilities of the Public Information Officer. The position would change hands again in 1967 when William J. Morrow became the department's Public

Information Officer. The Department maintained the position until the department was disbanded in 1974.

1. Newspaper Clippings. 1962. 3 file folders. R350.036. Box 72, folders 1-3.

Arranged with General Files first, then alphabetically by county.

Newspaper Clippings from the public information officer include a variety of topics related to the Department of Social Welfare, county offices, and corrupt social welfare programs across the nation. Some topics of note include accusations of inefficiency made by Richard Nixon, articles on fraud, divorce cost to Aid to Needy Children, private medical plans, child abuse, abandoned children, adoption, illegitimate birth, Cuban refugees in California, Mexican-American immigrants, policy clarifications, funds to Aid to Needy Children, Aid to the Needy Blind, and Aid to Families with Dependent Children, articles on the Welfare Study Commission, and clippings on Ferdinand Waldo Demara, "The Great Imposter."

Legislative Office

The Legislative Office was created in 1967 under the leadership of Rudolf H. Michaels. In 1967, Philip Manriquez became the head of the Legislative Office. The Legislative Office prepared and participated in legislative hearings for bills related to the Department and social welfare in general. The department also kept track of related legislation, helped revise and interpret bills, and gave general insight into related bills.

1. Coded Files. 1969 – 1974. 28 file folders. R350.037. Box 72, folder 4 – Box 73, folder 5.

Arranged by Department of Social Welfare alpha-numeric coding system.

Coded Files contain memoranda, correspondence, telegrams, newspaper articles, statements, meeting materials, and reports concerning various topics. Prominent topics include: a legislative history related to the Department; the Welfare Reform Act of 1971; and legislation files related to the Department.

See below for a complete list and description of coded files.

A2 Legislative History. 1972. 1ff.

File contains material on legislative history related to social welfare.

A2.13 Federal House and Senate Committee. 1970-1971. 1ff.

File contains material related to California Welfare Programs, including the Work Incentive Program (WIN).

A2.2 Welfare Reform Act of 1971. 1970-1973. 5ff.

Files contain newspaper articles, evaluations, correspondence, state reports, and background information related to welfare reform and instructions to counties and reform at the county level. Also included: the Senate-Assembly Subcommittee on Implementation of Welfare Reform Report to the Legislature (March 17, 1972); Senate Committee on Health and Welfare-Joint Subcommittee on Welfare Reform hearing (November 10, 1971) concerning implementation of the Welfare Reform Act of 1971; and DSW report "September 1971 Welfare Survey" (March 1972).

A2.22 Assembly Committee – General. 1969-1974. 2ff.

Files contain various materials provided and/or required by Assembly Committee including cost of living increase; departmental expenditure information; DSW statements and presentation given to Assembly Committees; and Assembly Science and Technology Advisory Council "California Population Problems and State Policy" Report to Assembly General Research Committee (December 1971).

A2.22 Assembly Health and Welfare Committee. 1969-1974. 1ff.

File contains reports and memoranda to the Committee and concerns about WR-7 Forms. Also included is Committee report: "Malnutrition: One Key in the Poverty Cycle"

A2.22 Assembly Welfare Committee on Foster Care Hearings. 1972. 2ff.

Files contain hearing agendas and summaries, notes, statements, and remarks for hearings on foster care issues.

A2.22 Senate Subcommittee on Nutrition and Human Needs. 1972. 1ff.

File contains hearing notes and reports for AFDC/Pregnancy hearing on October 10, 1972, and subcommittee report: "Unborn and Underfed: an Interim Report on the Administrator's Cutbacks in AFDC Grants to Pregnant Women on Welfare" (January 1972).

A2.22 Joint Committee on Aging. 1971-1973. 1ff.

File contains hearing agendas and notes as well as data provided per requirements by the committee.

A2.22 Joint Legislative Committee (A-Z). 1969-1972. 1ff.

File contains correspondence with Legislative Analyst for DSW's response to questions. Some material included is reporting systems, caseloads, and welfare reform programs.

A2.22 Joint Legislative Committee on Auditing. 1973. 1ff.

File includes correspondence related to county auditing and statistics.

A2.22 Senate Committees. 1970-1973. 9ff.

Files are organized first by general committees than alphabetically by specific committees.

Files include correspondence, transcripts, and hearing notes. Committees include: Senate Committee on Health and Welfare (1971-1973); Senate Finance Subcommittee No. 4 on

Health and Welfare (1972); and Senate Subcommittee on Nutrition and Human Needs (1972-1973). The Senate Subcommittee on Nutrition and Human needs contains a transcript on “Nutrition Education in Schools,” February 26, 1973, Fresno, and a hearing on school breakfast centralized food service operation, February 23, 1973, Los Angeles.

A2.24 Bills – General. 1971-1972. 1ff.

File includes summaries of legislation and lists of bills/legislation.

A2.24 Assembly NAR. 1972. 1ff.

File includes memoranda and bill analyses for Assembly bills.

A2.24 Senate NAR. 1972. 1ff.

File includes memoranda and bill analyses for Senate Bills.

Records of the Welfare Study Commission (WSC)

In July 1961, the California State Legislature created the Welfare Study Commission, or Governor’s Study Commission, charging this body with the planning and execution of an inquiry into all aspects of public welfare (Statutes of 1961, Chapter 2045). The occupational composition of the 17 commission members was defined by the Legislature, whereas appointments to and responsibility for the Commission emanated from the Office of the Governor. Members of the Commission represented the legal profession, public welfare agencies, law enforcement groups, county boards of supervisors, and interested citizens. Four members of the Legislature participated in the work of the WSC without formal voting rights.

Under the guidance of Chairman Winslow Christian, Judge of the Supreme Court, four major committees were organized; each was authorized to analyze a specific set of problem areas in the field of social welfare including: the administration of public welfare; staffing and manpower needs; finance and cost-sharing; and the definition of public welfare objectives. Pursuant to the development of legislative recommendations, these committees evaluated the proposals of hired consultants, and solicited recommendations from welfare agencies and concerned citizens. Committee proposals were then discussed at Commission meetings, and legislative recommendations emerged in the Final Report submitted by the Commission to Governor Edmund G. Brown in January 1963.

The Welfare Study Commission was dissolved upon the adjournment of the 1963 regular session of the Legislature (Statutes of 1965, Chapter 1784). AB59 incorporated three program changes suggested by the Commission: 1) extension of Aid to Needy Children (ANC) to the unemployed, 2) a broader definition of Aid to the Disabled (ATD), and 3) utilization of presumptive or apparent eligibility. Additional legislation (SB1117, AB841, AB1397, AB23, AB2058, AB802, SB971, and SB1011) likewise embodied recommendations of the Welfare Study Commission.

1. Records of Judge Winslow Christian, Chairman WSC. 1961-1962. 2 file folders. R350.038. Box 73, folder 6-7.

Arranged chronologically by date.

Files include letters received and copies of letters sent, memoranda and a biographical sketch illuminating the relationship of the WSC to the SDSW and the Governor's Office including the chairman's analytical comments on committee activities. Chief correspondents are Governor Edmund G. Brown, Department of Social Welfare Director J.M. Wedemeyer, and Jerome Sampson, Executive Secretary, WSC.

2. Records of Jerome Sampson, Executive Secretary WSC. 1962. 2 file folders. R350.039. Box 73, folders 8-9.

Arranged chronologically by date.

Files contains letters received and copies of letters sent, memoranda, personnel rosters, legislative summaries, budget proposals/summaries, and invoices. Files document the fiscal, administrative, and statutory origins of the WSC; fiscal relationship of the WSC to Department of Health, Education and Welfare; WSC operational activities; exchanges with interested official and semi-official agencies, and the legislative impact of the WSC.

3. Records of WSC Consultants. 1961-1963. 6 file folders. R350.040. Box 73, folders 10-15.

Arranged alphabetically by name of consultant and chronologically thereunder.

Files include letters received and copies of letters sent, study proposals, contracts, progress reports and draft and final reports defining the collaboration between WSC and its consultants: Ernst and Ernst on joint county-state sharing of categorical and program costs, (1961); Griffenhagen-Kroeger, Inc. on "Public Welfare Organization and Relationships," (1962); Laurin Hyde Associates on eligibility determination in public assistance programs, "Simplification of Administration of Public Assistance in California," (1962), and "Some Problems of Child Neglect: Supplementary Report to a Study of Selected Aspects of the Public Assistance Programs of the State of California," (1962); Mr. Clyde Linville on "Revision of the Welfare and Institutions Code of California," (1962, issued July 1963); and the Reichert "Draft of Preliminary Report on Relationships Between Law Enforcement and Welfare Agencies," (1962).

4. Records of Special Committees of the WSC. 1961-1963. 2 file folders. R350.041. Box 73, folder 16-17.

Arranged chronologically by date.

Files include letters received, copies of letters sent, position statements, minutes, membership rosters, public and private agency reports, memoranda, and study proposals

elucidating the operations and organization of the following committees: Committee on Administration, Newton R. Holcomb, Chairman (1960-1962); Citizen's Advisory Committee, Frank H. Sloss, Chairman, (1962); Committee on Financing of Public Welfare, Nancy Smith, Chairman (1961-1962), including a contract with Griffenhagen-Kroeger for a report on state-county welfare cost-sharing; Committee on Perspectives, Objectives and Content of Public Welfare Programs, Reverend Odom and Frank H. Irwin, respective chairmen, (1962), including a "Background Memorandum on Public Welfare Services in California," by Laurin Hyde Associates, (April, 1962); Priorities and Issues Committee, Monsignor William R. Johnson, Chairman, (1961), including a background study by the City-County of San Francisco Public Welfare Department, entitled, "A New Family Rehabilitation Program;" Committee on Services, Staffing and Manpower, Monsignor William R. Johnson, Chairman, (1962), containing an address by SDSW Director, John M. Wedemeyer, entitled, "A State View of Social Welfare Manpower Planning," (November 30, 1961), and including the authorization of case studies for program services and staffing in three counties under the aegis of Arthur Greenleigh Associates; and the Technical Advisory Committee, Dean Stinson, Chairman, (1961-1962).

5. General Correspondence. 1961-1963. 1 file folder. R350.042. Box 73, folder 18.

Arranged chronologically by date.

General Correspondence contains letters received and copies of letters sent, and memoranda clarifying the relationships among WSC, its committees, agency contacts, and individuals.

6. Research Source Materials. 1961-1963. 1 file folder. R350.043. Box 73, folder 19.

Arranged by topic.

File contains material from different researchers about varying topics related to public assistance.

7. Final Report. 1963. 1 file folder. R350.044. Box 73, folder 20.

File contains single report.

File contains the two-part Final Report of the WSC (January, 1963). Part Two features Consultant's Reports.

Administrative County Files

County files may contain letters received, copies of letters sent, memoranda, reports, articles, agendas, minutes, speeches, procedures, standards, ordinances, resolutions, organizational charts, publications, membership rosters, applications, questionnaires,

brochures, conference programs, statistics, budgets, review schedules, guidelines, news clippings, and press releases. This sub-record group describes records relating to twelve different county welfare programs. The subseries described below, made because of the large volume of central county files, reflects a statewide geographic representation of such programs. Some subseries below are further described by specific topics.

County files are organized alphabetically by county and subject and chronologically thereunder.

1. Alameda County Files. 1930-1971. 60 file folders. R350.045. Box 74, folder 1 – Box 76, folder 21.

Arranged alphabetically by topic and chronologically thereunder. See below for a complete description of each topic.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

(1) Administration. 1939-1971. 21 file folders.

Files include or relate to county visitation reports; district representative’s monthly, annual, field review, and county plan reports; federal administrative reviews and memoranda detailing the administration of categorical aid programs; referral agreements; rulings on contributions; investigations; manual revisions; policies regarding responsible relatives; Annual Report of the Council of Agencies of Oakland, Piedmont, Emeryville and San Leandro, 1940; administrative, fiscal and statistical reviews; caseload surveys; collections plans; appeals and appeals studies; personnel review and staff development reports; lost/stolen public assistance warrants and emergency aid; adoption fees; use of AFDC families as foster parents; AFDC and ANC cost schedules; “Alameda County Adoption Study,” 1955; confidentiality of client records; final report of county placement project for the blind, 1968; county initiative proposal to transfer administration of all welfare programs to the state, 1970; alleged abuse concerning welfare paid to county employees, 1970; unauthorized participation by welfare workers in anti-war activities; eligibility of public assistance recipients for homeowner property tax exemptions; administrative review relating to departmental reorganization; audit reports of county aged, blind, and children’s welfare programs, 1956-1964; and 1960 and 1961 Grand Jury reports.

(2) Organizations. 1939-1943, 1959-1966, 1969-1970. 14 file folders.

Files contain minutes, activity reports, studies, and proposals of community service organizations, including: Berkeley Area Community Chart; Federation of Community Services and Council of Social Planning – Aging, Adoption and Homemaker Service committees and “1959-1960 Annual Report.” Child Welfare League Day Care project proposals, 1960-1962; “Community Coordinating Office for Rehabilitation, Final

Report,' 1960; "Alameda County's Old People," report by County Committee on Aging, 1960; adult services; "Public Guardian" study, 1966; family and children services; and "Multi-Problem Families – A Study of 47 Berkeley Families Known to Three or More Social Workers," 1962.

(3) Project Reports. 1959-1965, 1969-1970. 4 file folders.

Files contain reports on and analyses of various projects and studies, including: "Criteria for Employment and Performance Standards for County Medical Consultants;" "A Pilot Training Program for Employees of Homes for the Aged – Hayward;" maternity care for married mothers; medical social staffing and functions; Alameda County Welfare Department and Fairmont Hospital coordination; departmental experimental programs; and "Alameda County Independent Adoption Survey," 1961.

(4) Public Assistance. 1930, 1936-1957, 1950-1962, 1965. 20 file folders.

Files include field visitation reports; administrative reviews of program reports; examples of assistance to individuals, including case histories, complaints, denials, rent allowances, retroactive determination of need, etc; manual revisions; staff development plans; inter-agency programs for cost reductions; county child welfare program reports; children's aid budgets; studies on blind aid; income, deductions and exemptions in computing the amount of OAS payments; pricing studies; day care; clothing distribution; county non-conformity with state policy; workers war assistance and war services reviews; "Summary of the Social and Economic Conditions Affecting the Local Negro Population," 1942; medical care; absent parents; relative responsibility; and summaries of weekly meetings of ANC state workers and young unwed ANC mothers.

(5) War Services and Defense. 1941-1942. 1 file folder.

File includes information on civilian defense and war assistance planning and programs; assistance to enemy aliens and for internees returned from the Pacific area; and reports of war assistance services provided.

2. Alpine County Files. 1936-1950, 1954-1957, 1963, 1966-1970. 5 file folders. R350.046. Box 77, folders 1-5.

Arranged chronologically by date.

This series is "RESTRICTED" per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

Files include or relate to administrative reviews; statistical reports on public assistance reinvestigations; categorical aid schedules and budget summaries; application procedures; boarding home inspections; defense programs; expansion of child welfare services; responsible relatives; general plans and county reports; support for state assumption of

welfare financing; county audits; employee salaries and benefits, 1968; AFDC cost schedule for family budget units; district representative's monthly reports; and field review and annual evaluation reports.

3. Amador County Files. 1949-1968. 6 file folders. R350.047. Box 77, folders 6-11.

Arranged chronologically by date

This series is "RESTRICTED" per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

Files include or relate to county, child welfare services, public assistance, visitation, county and annual evaluation, annual audit of welfare services; progress and project reports; district representative's monthly reports detailing general county conditions, welfare department administrative problems, case loads, public assistance programs, child welfare, county operations planning, absent fathers, foster homes, school dropouts, and employment and rehabilitation; cost schedules and studies; project proposals; staff development proposals; accountability to federal and state control agencies; payments to nursing homes under MAA; drug allowances; standby foster care facilities; unwed mothers; and home visitation interviews.

4. Fresno County Files. 1917-1970. 34 file folders. R350.048. Box 77, folder 12 – Box 79, folder 1.

Arranged alphabetically by topic and chronologically thereunder.

This series is "RESTRICTED" per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

See below for a complete description of each topic.

(1) Administration. 1940-1949, 1954-1957, 1962, 1965-1970. 23 file folders.

Files include or relate to relationship of Indian Welfare Department to the County Welfare Department, 1940-1942; "Social Service Directory of Fresno County," 1942; BHA-BHC licensing reviews; Community Service Center and Veteran's Service Committee report on services and expenditures, 1948-1949; "Annual Report(s)," Fresno County Department of Public Welfare, 1954-1956; fiscal review, audit of county welfare services, fiscal field project, county plan, district representative field review and visitations reports; eligibility audits; "Report on the Organization and Administration of the Fresno County Department of Public Welfare..." 1956; personnel matters, including staff reassignments and appointments, and education, training, and work projects; Absent Father Study, 1965-1967; AFDC Medical Assistance, 1965; Preschool Education, 1966, 1968; Report of Examination Audit of Welfare Expenditures, 1966; comprehensive

health planning reports, 1967-1968; Economic Opportunity Act Reports, 1965; separation of eligibility functions and social services in the ATD-ATB programs; manual revisions; legislative analyses; WIN program; day care services; and food distribution and food stamp programs.

(2) Child Welfare. 1951, 1955-1956. 3 file folders.

Files composed principally of narrative and monthly field reports of county welfare services and programs. Other subject information includes a "Study of the Protective Service Program," 1955; ANC adjustment policies; studies of OAS and ANB recipients receiving care in sanitariums, institutions, boarding, nursing or rest homes; program plans and amendments; and summary data regarding administrative organization, personnel and caseloads.

(3) Public Assistance. 1917-1951, 1954-1956. 7 file folders.

Files include or relate to extracts from correspondence relating to early years of county welfare services operations, 1917-1926; field visitation and review, county plan, monthly statistical, public assistance, reinvestigation, social security, and field audit reports; SDSW "Study of the Fresno County Welfare Department," 1934; survey of medical facilities; categorical aid budgets; "Report on the Administration of State Aid in Fresno," 1938; proceedings of Conferences on Education of Children of Seasonal Workers held in Fresno, December 9-10, 1938; Indian assistance and county Indian Welfare Department programs and operation; caseload statistics; orphan aid; comparative pricing; clothing distribution policies; residency requirements; effect of wartime rationing on welfare programs; relative responsibility; absent fathers; eligibility audits; employment of the handicapped; surplus commodities; welfare fraud; progress reports of ANC Experimental Project on Rehabilitation and Determination of Incapacity; and authorization procedure reviews.

(4) War Services and Civil Defense. 1942-1946. 1 file folder.

The War Services and Civil Defense File includes information on evacuation of enemy aliens from vital defense areas; transportation and assistance for removal of aliens from restricted areas; alien registration; enemy alien case review and relocation/dependency referrals; newspaper clippings regarding seizure of Japanese citizens and removal to assembly centers; cooperation with local defense councils; Regional Defense Council Conference minutes, January 9, 1943; and civilian war aid.

5. Humboldt County Files. 1917-1971. 41 file folders. R350.049. Box 79, folder 2 – Box 80, folder 20.

Arranged alphabetically by topic and chronologically thereunder.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because they contain personally identifiable information. All records at least 75 years old are open.

See below for a complete description of each topic.

(1) Administration. 1937, 1940-1971. 21 file folders.

Files include or relate to administrative reviews; annual, fiscal audit, fiscal review, progress, statistical profile, project proposal, district representative's monthly, statistical reporting program review, county data, departmental classification, Social Security Field Representatives, field visitation, county evaluation, county plan, departmental personnel survey, BHC and ANC review, caseload/cost trend summary reports; revisions of regulations; vocational rehabilitation; California Food Stamp and Surplus Commodity programs; county Self-Help Center project; personnel matters, including recruitment and in-service training; assistance rendered during 1955-1956 flood; coordination of state/county programs; Cuban refugees; clerical training for ANC mothers; out-of-home assistance ceilings; county hospital dissatisfaction with MAA-PAMC payments; grand jury report, 1960-1961; war services and civilian defense programs; ANC and OAS programs; clothing allocations; and assistance to the Hoopa Indians, 1960-1962.

(2) Child Welfare. 1937-1951, 1954-1957, 1960-1961. 8 file folders.

Files include or relate to administrative studies; activity, field representative and visitation, statistical – caseloads, progress, county profile, and child welfare services reports; children's boarding homes; protective services; personnel – working conditions and recruitment; student field work and field work training at the undergraduate level, Humboldt State College; psychiatric and psychological services; adoptions; foster homes; subsidized foster care; day care; and maternity homes. Also included is an Educational Field Agent report concerning the Hoopa Indians, October 1942; “Findings of the California Congress of Parents and Teachers” on children's needs, July, 1940; and a direction of Agencies Serving Youth in Humboldt County, 1947.

(3) Public Assistance. 1917-1950, 1954-1956, 1960-1962. 11 file folders.

Files include or relate to extracts from correspondence concerning early years of County welfare services operations, 1917-1939; administrative reviews; field representative and visitation reports; case review planning; audits; project proposals; pricing, accredited agency and special studies; claim adjustments; budgets; evaluation of Indian lands; chronic disease investigation; transportation costs; distribution of clothing; indigent aid; county medical programs; health and prepaid hospital insurance; surplus commodities; homemaker services; the effect of unemployment on public welfare; and MAA nursing home rates.

(4) War Services and Civilian Defense. 1941-1943. 1 file folder.

File contains miscellaneous memoranda concerning emergency welfare services, evacuation of enemy aliens and defense activities.

6. Imperial County Files. 1937-1970. 22 file folders. R350.050. Box 81, folders 1-22.

Arranged alphabetically by topic and chronologically thereunder.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because they contain personally identifiable information. All records at least 75 years old are open.

See below for a complete description of each topic.

(1) Administration. 1937-1964, 1966-1970. 12 file folders.

Files include or relate to field representative and visitation, county evaluation, county plan, and administrative review reports; field and fiscal audits of county welfare services programs; personnel matters, including in-service training, job training, classification and allocation of positions, personnel standards, and staff development; cost schedules; licensing; statistical report reviews; and special project on family treatment program for the control of delinquency.

(2) Child Welfare. 1937-1950, 1960-1963. 2 file folders.

Files include or relate to boarding homes, foster homes and renewal of BHC licenses; care of children in wartime; child welfare services plans; and field review and visitation reports.

(3) Public Assistance. 1937-1951, 1963, 1966. 7 file folders.

Files include or relate to examples of case histories; administrative review, field review, visitation, legislative, monthly statistical public assistance reinvestigation, and county organization reports; food stamps; categorical aid budgets; responsible relative practices; County Grand Jury report on Imperial County Hospital, 1944; studies – administrative, ANC in boarding homes for children, and appeals and complaints; ANC standards and problems; retroactive aid payments; Indian aid; contract hospitals; and stepfather liability.

(4) War Services and Civilian Defense. 1942-1945. 1 file folder.

File includes miscellaneous memoranda concerning Japanese evacuation, emergency welfare services during wartime, defense planning, and Japanese resettlement.

7. Los Angeles County Files. 1938-1971. 104 file folders. R350.051. Box 82, folder 1 – Box 86, folder 20.

Arranged alphabetically by topic and chronologically thereunder.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

See below for a complete description of each topic.

(1) Administration. 1938-1971. 51 file folders.

Files include or relate to county compliance with and administration of OAS regulations, 1940-1941; organization and operations of county welfare offices – “Manual of Operations of County Department of Charities,” 1938, licensing of mental institutions, 1941; SDSW “Study of 113 Cases in Los Angeles County Receiving Aid Under the State Aid to Needy Children’s Law,” 1939; commodity and clothing distribution programs; guardianship for OAS, ANB and ANC recipients – case studies, 1941-1942; personnel matters – complaints against, qualifications, salaries, training; a “Study of the Child Placement Unit of the Bureau of Public Assistance, Los Angeles County, 1946; business conference meeting agendas and reports regarding coordination of State-County program operations, 1944-1953; administrative review of county administration of public assistance programs – source materials and correspondence, activity reports, SDSW report on findings, November 1948, and schedules A-D, policies and procedures and operations of district offices, 1945-1948; monthly statistical reports of boarding home licenses, 1936-1948; Golden State Hospital, care of OAS recipients at, 1946-1948; field review of ANB, APSB and OAS program operations in district offices, 1950-1951; field review, visitation, county plan, program and other reports; Grand Jury reports and recommendations and follow-up, 1965, 1967, 1970; “Report to the County of Los Angeles Board of Supervisors” by the county Public Social Services Advisory Commission, 1968; WIN program procedures; work training demonstration project proposals; budget cuts and curtailment of welfare services; adoptions; Mexican-American community relations, 1969; placement project for children from Camarillo State Hospital; AFDC programs; ATD legislation; licensing of boarding homes; foster home care; delinquency prevention; and services and eligibility requirements.

(2) Child Welfare. 1949-1951, 1954-1956, 1958-1961, 1963, 1966-1968. 11 file folders.

Files include or relate to adoption services and plans, including county Citizens Adoption Committee activities and recommendations; case reviews and loads; boarding homes; field review, visitation, county program – Public Welfare Commission, Adoptions and Public Assistance bureaus, Child Welfare Services, and consultant’s reports; day care standards; family and children’s court; business meeting summaries of county Bureau of Public Assistance; “Pilot Study for Homemaker Service,” 1954; “Study of Out-of-Town Inquiries Relating to Children,” 1954; “Special Study of the Boarding Home Licensing Program for Children and Aged,” preliminary report, 1956; juvenile delinquency; protective services and “Report of Protective Services Project,” 1958-1961; child molestation; and “Youth Committee, Annual Report,” 1951-1952.

(3) Juvenile Court and Probation. 1938-1963, 1966. 5 file folders.

Files include or relate to ANC for children administered by the Juvenile Court; report and administrative reviews of the organization and operations of the County Juvenile Probation Department, 1942; Mexican “gang” problems and “Report of Special Committee on Problems of Mexican Youth of the 1942 Grand Jury...,” 1942; “The Effect of the War and War Conditions on Minority Groups with Special Reference to the American Negro,” 1942; field review of children’s aid cases including sampled case histories; field audits; and a report on “The Brown Home an Experimental Group Home Project,” 1966; transfers of responsibility; field representative and visitation, monthly and quarterly program, county plan and other reports; clothing allowances for children in boarding homes and institutions; board and care rates and licensing of foster care and boarding homes; group guidance; placement studies; wards living with eligible relatives; and Grand Jury presentation on Juvenile Court and probation programs, 1962-1963.

(4) Organizations. 1960-1963, 1966. 11 file folders.

Files include principally agendas, minutes, reports, recommendations of the Community Coordination Council, Jewish Orphan’s Home, Senior Citizens, Welfare Federation and Community Chest, Welfare Planning Council, Community Development Program and Welfare Information Services, and miscellaneous other welfare or service organizations.

(5) Public Assistance. 1946-1951, 1954-1956, 1961-1963, 1966. 26 file folders.

Files include or relate to an outline of general relief, medical care and hospitalization program procedures, eligibility, etc. in nine selected counties, including Los Angeles, 1946; field and visitation reports, monthly business conference, audit, county plan, monthly statistical public assistance reinvestigation, and other reports; case history samples and reviews; OAS budget schedules; Federal and State administrative reviews; retroactive aid payments; responsible relatives; OAS and ANB application processes; hospital discontinuances and subventions; excess medical need overpayments and “Study of Excess Attendant Care,” 1963; county “Survey of Facilities and Services for Chronically Ill Welfare Clients,” 1948; undergraduate student field work; “Special Study on Determination of Medical Needs,” 1949; personnel training; absent fathers; county Report on “Effect of Adoption of Proposition #2 Relating to Aged and Blind Aid and Recommendations to Safeguard the Ad Valorem Property Taxpayers,” 1950; “Survey of Los Angeles County OAS and ANB Recipients Out of the United States,” 1951; self-maintenance studies; newspaper articles from the Pasadena Independent on the “relief racket,” 1956; attendant care, rehabilitation, medical care, chiropractic, optometric, pediatric, and vocational services; adoptions placement; field reviews and correspondence related to the food stamp program, 1966; MAA and PAMC drug policies; transportation of the aged and disabled; convalescent and rest home visitations and inspections and summary minutes of the Nursing Home Advisory Committee.

8. Monterey County Files. 1948-1959, 1961-1971. 12 file folders. R350.052. Box 87, folders 1-12.

Arranged alphabetically by topic and chronologically thereunder.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

See below for a complete description of each topic.

(1) Administration. 1948-1959, 1961-1971. 11 file folders.

Files include or relate to public assistance – field and visitation reports, case reviews, and cost schedules, 1949-1952; rent allowance issues; job training and employment for welfare recipients; editorial opinions regarding assistance to minority groups; recommendations for greater effectiveness and economy in public assistance programs, 1968; child protective services; “Operation Shoe-Strings,” child care services for AFDC mothers employed or in training; and proposal to establish a Substitute Care Home Coordinator Program.

(2) Adult, Family and Child Services. 1966. 1 file folder.

File includes correspondence, activity reports and statistics related to adult, family, and child services in Monterey County.

9. Sacramento County Files. 1949-1951, 1954-1971. 43 file folders. R350.053. Box 87, folder 13 – Box 89, folder 14.

Sacramento County files are arranged alphabetically by topic and chronologically thereunder.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

See below for a complete description of each topic.

(1) Administration. 1960, 1964-1971. 21 file folders.

Files include or relate to field representative and visitation, annual audits of welfare services, Child Welfare Services quarterly and monthly narrative, project, legislative implementation and other reports; money management policies; protective, vocational rehabilitation, child placement services; responsible relatives and fraud inquiries; area deputy’s meetings; administrative reviews; accessibility of records; Grand Jury recommendations, 1961; operating plan/problems regarding the Children’s Receiving

Home, 1961; foster home facilities; "Policy and Procedure Governing Dependent Children of the Court," 1962; "Survey of Social Services in the Sacramento County Department of Social Welfare," 1968; job development and placement program studies; investigation of fraud in the food stamp program, 1971; analysis of the 1971 legislative Welfare Reform package; and personnel matters.

(2) Organizations. 1958-1963, 1965-1967, 1969-1970. 9 file folders.

Files include records of the Citizens Welfare Advisory Committee – "Final Report," 1963; and the Community Welfare Council of the Greater Sacramento Area, Inc. agendas and minutes of meetings, constitution, program objectives, reports and studies, and records of the committees on Homemaker Services and Aging. Reports and studies include such titles as: "Meeting Child Welfare Needs in the Sacramento Area," 1958; "Financial Assistance Survey," 1960; Sacramento Area Economic Opportunity Council, 1966; "Group Work Services for 'Special Groups,'" 1961; "Homemaker Services," 1961; Welfare Advisory Commission Minutes, 1969-1970; "Attainable Objectives for ANC Social Workers: A Guide," 1961; A Study of Three Community Services for the Mentally Retarded," 1961; "Alcoholism: Sacramento Faces the Problem," 1962.

(3) Public Assistance. 1949-1951, 1954-1957, 1959-1963, 1965-1966. 13 file folders.

Files include or relate to administrative reviews; field visitation, child welfare services quarterly and quarterly project reports; cost schedules; foster care; welfare fraud; child placement practices; day care licensing; boarding homes for the aged; general relief; OAS home interviews; medical care and MAA; nursing home rates; absent parents; County Welfare Directors Institute, 1956; and ANC incapacity and authorization procedure reviews.

10. San Joaquin County Files. 1949-1958, 1962-1963, 1966-1971. 2 file folders. R350.054. Box 89, folders 15-16.

San Joaquin County files are arranged chronologically by date.

This series is "RESTRICTED" per the California Information Practices Act (Civil Code section 1798.24) because they contain personally identifiable information. All records at least 75 years old are open.

Files include or relate to field representative and visitation, project summary, and county reports; program ANC children in foster homes; Ernst and Ernst staff workload recommendations, 1961; Citizen's Public Assistance Advisory Committee report on "Study of State vs. County Administration of Welfare," 1966; budget negotiations; proposed establishment of a single adult welfare assistance category; farm labor as part-time employment for AFDC recipients; absent parent support; activities of protest groups, 1970; and WIN-ETS program.

11. San Luis Obispo County Files. 1940, 1949-1963, 1965-1968. 18 file folders. R350.055. Box 89, folder 17 – Box 90, folder 17.

Arranged chronologically by date.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

Files include or relate to field representative and visitation, county plan, county progress, quarterly program, and project reports – the latter covering such topics as care for unmarried mothers, homemaker services, foster home care in ANC court ward cases, and non-relative independent adoptions; home visitations; case abstracts; field, fiscal, eligibility and grant audits; cost schedules; statistical procedure and ATD reviews; “Administrative Plan for ANC,” 1960; report on a “Study of Administrative Procedures of the San Luis Obispo County Welfare Department,” 1960; training workshops and institutes; child placement; local public health services to BHA residents; hospital drug abuse; and food stamp/surplus commodity distribution.

12. Tehama County Files. 1963-1966, 1968. 2 file folders. R350.056. Box 90, folders 18-19.

Arranged chronologically by date.

This series is “RESTRICTED” per the California Information Practices Act (Civil Code section 1798.24) because contain they contain personally identifiable information. All records at records at least 75 years old are open.

Files contain correspondence, cost schedules, an audit report, and a questionnaire on housing in Tehama County. The Cost Schedule relates to food pricing for families on budget units. The audit report is an examination of welfare expenditure in Tehama County from July 1, 1963-June 30, 1965. The questionnaire is directed toward the social worker and policies of Tehama County public assistance regarding their standards and polices for substandard housing.

Administrative Reports, Publications, and Studies

This sub-record group contains reports, studies, and publications related to the Department of Social Welfare. The majority of these files include final reports or publications and show the issues important to Social Welfare as well as proposed steps to handle such issues. Especially important is the series titled, *Reports*. This series contains a substantial volume of reports associated with needy children. In addition, the series titled, *Related Agency Reports*, contains material on agencies that acquired the responsibilities of the Department of Social Welfare after it was disbanded in 1974.

These reports show how the new agencies were organized, what they were able to accomplish, and what they hoped to accomplish.

1. Director David B. Swoap File. 1973. 1 file folder, 1 photograph slide, 2 photograph negatives, and 3 photograph negative slides. R350.057. Box 91, folder 1.

Arranged by type of media.

The David B. Swoap file contains photographs and negatives of Swoap, his going away party, and a skyline view of Sacramento from his office. Also included is Swoap's resignation letter to the Governor.

2. Reports. 1942-1972. 16 file folders. R350.058. Box 91, folders 2-17.

Arranged chronologically by date.

Report files include final reports produced by consultants or social welfare staff on specific topics related to social welfare. A few of the files also contain correspondence addressing the reports. Some reports of note include: Children's Center Program Review (1942-1972), which contains a report on Interagency Contract between the Department of Social Welfare and the Department of Education as well as a cabinet issue memoranda to Governor Reagan from Health and Welfare Agency regarding "Guidelines for the Implementation of those portions of PL 92-603 (HR 1) Effecting California's Adult Public Assistance Caseload" (1970); Children's Nutrition (1948-1950), which contains correspondence related to evaporated milk and food nutrition for children in need; and the California State Preschool Program (1968), which contains a report from a study of the Interagency Agreement between the Department of Social Welfare and Department of Education for the purchase of preschool education under the AFDC program.

See below for a complete list of reports.

Children's Center Program Review, 1942-1972

Children's Nutrition, 1942-1972

Standard of Assistance in CA's ANC Program [By the State Social Welfare Board], 1953

Hospitals for California, 1955

Analysis of Cases Closed [Rehabilitated, Unemployed Other Reasons], 1955

Characteristics of CA's Vocational Rehabilitation Cases, 1955

Illegitimacy in the ANC Program, 1960

The Role of the State Social Welfare Board in the Administration of the ANC Program in California, 1961

Characteristics of Recipients of Old Age Security, 1962

California State Preschool Program, 1968

California State Plan for Facilities for the Mentally Retarded, 1968-1969

Task Force on Absent Parent Child Support, 1971

Welfare Reform in CA...Showing the Way, 1971-1972

Social Services Management Study by Booz-Allen and Hamilton Consultants, 1972

A Proposal to Develop and Test a Social Services Management System, 1972
Detecting, Investigating, and Preventing Welfare Fraud, 1972

3. Publications. 1944-1974. 6 file folders. R350.059. Box 91, folders 18-23.

Arranged alphabetically by publications title.

Publications include pamphlets, newsletters, a handbook, and proposals. Topics included are: California's Blueprint for National Welfare Reform, 1974; Director's Newsletter, 1963-1970; Handbook on Adoption Law and Procedures, 1944; and State Services for the Blind in California, 1968. The Director's Newsletters are bi-monthly newsletters containing articles related to various Department of Social Welfare issues. The State Services for the Blind folder contains a publication written by the Coordinating Council on State Programs for the Blind and shows all the services available to the blind provided by the State. In addition, it also contains a publication titled, "Aid to the Blind in California: Fifty Years of Program Development," 1919-1969. The folder titled, "California's Blueprint for National Welfare Reform," contains proposals for the Nation's Food Stamp and Aid to Families with Dependent Children programs.

4. Related Agency Reports. 1973-1978. 6 file folders. R350.060. Box 91, folders 24-29.

Arranged chronologically by date.

Related Agency Reports contain reports produced by consultants or agency staff for agencies that took over the responsibilities of the Department of Social Welfare after 1974. Related Agency Reports include: A Plan for the Implementation for the Department of Benefit Payments, 1973; Department of Benefit Payments Accomplishments and Goals, 1975-1976; Department of Benefit Payments Accomplishments, 1976; AFDC Caseload and the Job Market in California (Department of Benefit Payments), 1977; Annual State-wide Social Services Plan (Health and Welfare Agency, Social Services Division), 1977-1978; Interim Report to the Legislature on State Administration of Welfare (Department of Social Services), 1978.

Division of Administrative Services

The Division of Administrative Services was created in 1946 and included the following bureaus: Administrative Accounting, Audits, Research and Statistics, and Office Management. It was abolished in 1950 and replaced with the Division of Financial Administration. In 1953, the Financial Division changed back to the Division of Administrative Services. By 1958 the Division had expanded to include the bureaus of Fiscal Services, Administrative Accounting, Office Services, Personnel, Training, Management Analysis, and Research and Statistics. Major changes occurred to the Division in 1960 when a Chief Deputy Director was added, placed over three deputy directors: one each for Community Welfare Services, Program Development, and

Administration (E. E. Silveira). In 1962, the Division of Administrative Services was renamed the Management Service Branch. From 1962-1972 the Branch went through minor Bureau and Division changes. By 1972, the Branch managed 21 different divisions, bureaus, units, or teams. In 1972, departmental reorganization brought back the name of Administrative Services Division and placed the Division under the Deputy Director of Administration. At that time the Division contained the Computer Services Branch, Staff Services Branch, Management Systems Development Branch, Personnel Management Branch and Licensing Branch.

According to the 1958 California Blue Book, the Bureau of Fiscal Services and Administrative Accounting maintained accounting records on aid expenditures, and state and county administrative expenditures, prepared the department's administrative budgets, and audited county claims and accounts relating to aid payments and administrative expense. The Bureau of Office Services was responsible for all property leasing and maintenance of buildings and equipment including purchase of equipment and supplies and general office maintenance services. The Bureau of Research and Statistics collected statistics on public assistance and other welfare programs, compiled state and federal reports, and made special studies and administrative and legislative estimates. The Bureau of Personnel handled departmental personnel matters and administered a County Merit System for persons working on public assistance programs in counties where there was no approved civil service system. The Bureau of Training managed the development and administration of the in-service training program for county and departmental personnel. Finally, the Bureau of Management Analysis handled administrative progress reporting, reports control, forms control, and management and procedural analysis.

In 1972, the newly created Computer Services Branch maintained the Operations Bureau, Programming Systems Bureau, Systems Analysis Bureau, and Staff Support Bureau. The Staff Services Branch was responsible for the Management Analysis Bureau, Business Services Bureau, County Training Bureau, Departmental Training Bureau, and Project Coordination Bureau. The Management Systems Development Branch was responsible for the Systems Development Bureau, Program Information Bureau, and County EDP Systems Bureau. The Personnel Management Branch was responsible for personnel management. The Licensing Branch maintained the Licensing Administration Bureau and the Licensing Operations Bureau.

The following Divisions, Bureaus, and Branches were all under the Administrative Services Divisions or the Management Service Branch at some point in their lifespan. See each Bureau, Branch, or Division for a specific history of each one.

Fiscal Services Bureau

The Bureau of Fiscal Services was so named in 1958. Prior to that period, the general financial responsibilities of the department were carried out by the less specific Division of Accounts (1936-1938); Division of Financial Administration (1940-1942); Division of

Departmental Accounting (1942-1944); and Division of Administrative Services (1946-1960).

Under the Division of Administrative Services, various units were created to prepare audits, handle office management matters, county claims, administrative accounting and the manual section. The Financial Administration Bureau, in 1953, under Carol Mulder, chief, employed two accounting officers, an auditor, and an Accountant-Auditor. In 1957, the Bureau was placed under a fiscal officer, Henry Stefani, and divided into three separate bureaus: Bureau of Fiscal Services, Administrative Accounting, and the Bureau of Office Services. These divisions were maintained until 1960 when a Field Audits Bureau was added. In 1967, the Fiscal Division included the Bureaus of Administrative Accounting, County Fiscal Affairs, Field Audits, Business Services, and Budget Analysis.

See the Fiscal Division sub-record group for related records.

1. Coded Files. 1952-1958. 13 file folders. R350.061. Box 92, folders 1-13.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder.

Coded Files contains a sampling of incoming and outgoing letters, memoranda, field audits, agendas, minutes, rough drafts, case histories, lists, and schedules.

File J11.2 Inter-County Transfer and Non-County Residence and File J16.841 Fraud are RESTRICTED under the California Information Practices Act (Civil Code, section 1798.24) because they contain personally identifiable information.

See specific codes below for a complete list and description of coded files.

B3 Administrative Organization. 1954-1958. 1ff.

File contains memoranda, outlines, plans for administrative reviews, policies, and payments and also discuss what services are provided to local offices.

B9.2 Monthly Workload Reports. 1959-1960. 1ff.

Monthly workload reports are organized chronologically by month.

File contains audit reports on claims against estates of deceased recipients, county audit reports, and general claims.

E9.23 County Assistance Claims. 1954-1955. 1ff.

County claims contain correspondence related to Sonora County BHI claims.

E11.2 State Audits. 1953-1956. 1ff.

File contains memoranda, agenda, and minutes discussing various audits.

J1.5 Aid to Needy Children. 1954-1958. 1ff.

File contains memoranda and agendas that discuss county hospitals and staffing for care homes.

J11.2 Inter-county Transfer and Non-county Residence. 1954-1958. 1ff.

[RESTRICTED]

File contains correspondence about inter-county transfer and non-county residence. This file is restricted because of personal information on specific cases.

J12 Institutional Status. 1948-1954. 1ff.

File contains memoranda concerning claims differences with the counties.

J16.2 Authorization Process. 1954-1958. 1ff.

File contains memoranda and lists of counties that can authorize simplified form ABC D 278 procedure.

J16.82 Disallowances. 1954-1958. 2ff.

Files contain memoranda, copies of letters, and lists of disallowances. Also included are policy papers on procedures.

J16.84 Repayments and Collections. 1952-1954. 1ff.

File includes memoranda and draft code changes on changing overpayment procedures.

J16.841 Fraud. 1954-1958. 1ff. [RESTRICTED]

File include memoranda, letters received and sent, lists, and cases under study. This file is restricted because it contains information on specific cases.

J16.9 Vendor Payments. 1954-1958. 1ff.

File includes memoranda, circular letters, and rough drafts related to vendor payments.

K1 Medical Care – General. 1957-1958. 1ff.

The K1 file includes memoranda, agreements, schedule of allowable administrative costs, Medical Care Program 1957, diagrams, and doctor's fees. Within this file is discussed sales tax on drug purchases, medical care forms, minutes from Medical Care Forms, Procedures and Reporting Requirements, State County Committee, and a proposed circular letter.

2. Audit Reports. 1957. 7 file folders. R350.062. Box 92, folders 14-20.

Arranged alphabetically by county.

Audit Reports include correspondence, memoranda, and audits. Counties audited for fiscal year 1957 include Alpine, Fresno, Humboldt, Imperial, Los Angeles, Monterey, and Sacramento. Correspondence shows deadlines, extensions, and clearances of case protests.

Personnel Bureau

In 1940, the office of the Supervisor of Welfare Personnel Standards was established in the department for the purpose of instituting and administering a merit system for the non-civil service county welfare departments as required by an amendment to the Federal Social Security Act. This office also assumed certain departmental personnel functions which were formerly performed by the Division of Financial Administration.

In 1942, the office was changed to the Division of Personnel and Training, and the supervisor became the Departmental Personnel Officer. The division took on more responsibility in the merit system program and the departmental personnel program. In 1952, training and staff development functions of the department were transferred to the Division of Social Security. Consequently, the Division of Personnel and Training was changed to the Division of Personnel. As organizational changes continued, the name changed in the 1950s to the Bureau of Personnel and was located under the Division of Administrative Services.

In 1963, the Bureau changed names again from the Bureau of Personnel to the Departmental Personnel Bureau. In 1969, the Department of Social Welfare went through many bureaucratic changes and the Departmental Personnel Bureau was dropped.

1. Coded Files. 1947-1957. 7 file folders. R350.063. Box 92, folders 21-27.

Arranged by the Department of Social Welfare alpha-numeric coding system.

File C17.1 [Reports on Personnel] is RESTRICTED under California Public Records Act (Government Code section 7927.7 (formerly Gov. Code section 6254(c))) because it contains exempt personnel information.

Coded files vary on topic and detail. Coded files include correspondence, reports, surveys, letters, and organization charts. Some topics of note include: Office Organization; Performance Reports; Conference Attendance; Filled and Unfilled Positions; Job Descriptions; and Salary Reports.

For a complete list of Coded files see below.

C1 [Sacramento, San Francisco, Los Angeles Area Office Organization], 1953-1957 (1ff)
C14 [Reports on Performance], 1954-1957 (1ff)
C15.55 [Attendance at Conferences and Institutions], 1954-1957 (1ff)
C16 [Classification and Salaries], 1954-1957 (1ff)
C17.1 [Reports of Filled and Unfilled Positions], 1953-1957 (1ff)
C17.1 [Reports on Personnel], 1947-1947 (1ff) **[Restricted]**
C18 [Salary], 1953-1957 (2ff)

2. Subject Files. 1955-1957. 2 file folders. R350.064. Box 92, folders 28-29.

Arranged alphabetically by subject.

Subject Files include correspondence, letters, and guides. Subject file topics are Leaves-Education, Orientation and Procedure Guide, and Positions.

Training Bureau

The Training Bureau of the Department of Social Welfare has similar roots to the Bureau of Personnel. In 1940, the Office of the Supervisor of Welfare Personnel Standards was created. The office became the Division of Personnel and Training in 1942. In 1952 functions of the Division of Personnel and Training were separated and the new Bureau of Training was briefly transferred to the Division of Social Security. In 1954, the Bureau of Training moved to the Division of Administrative Services. By 1972, services of the Bureau were separated into the County Training Bureau, Departmental Training Bureau, and Project Coordination Bureau under the Staff Services Branch of the Administrative Services Division.

1. Coded Files. 1956-1972. 8 file folders. R350.065. Box 92, folders 30-37.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded Files include letters received, copies of letters sent, memoranda, charts, and reports. Coded files vary widely on topic and detail, but relate to training for Departmental staff, county staff, and general social services training.

See below for a complete list of Coded Files.

D1 Training and Education [General], 1964-1968 (1ff)

B6.1 Work Plans, 1969-1972 (1ff)

B6.2 Activity Reports, 1966-1970 (1ff)

B7 Committees and Scheduled Meetings, 1956-1962 (1ff)

B18.1 Administrative Reviews, 1960-1972 (4ff)

2. County Staff Plans. 1968. 2 file folders. R350.066. Box 93, folders 1-2.

Arranged alphabetically by county.

County Staff Plan files contain correspondence between the Training Bureau and counties about staff training and county staff compliance to state standards.

Bureau of Statistical Reports

Prior to 1958, duties of the Bureau of Statistical Reports were handled by the Bureau/Division of Research and Statistics and the Bureau of Financial Administration.

By 1958 the Department of Social Welfare had reorganized and the new Bureau of Statistical Reports was created with the job of maintaining statistics on public assistance and other welfare programs, compiling state and federal reports, and making special studies and administrative and legislative estimates. By 1961, the Bureau had moved to the new Research and Statistics Division. The Bureau remained under the Division of Research and Statistics until 1972 when the Department went through more reorganization. In 1972, the Bureau was dropped and duties were assigned to the new Division of Research and Evaluation.

1. Coded Files. 1950-1972. 48 file folders. R350.067. Box 93, folder 3 – Box 95, folder 12.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded Files contain correspondence, charts, reports, and estimates. Coded Files vary widely on topic and detail. Many of the coded files for the Bureau of Statistical reports are related to various budget estimates. The estimates files contain information on budget estimates, workload estimates, administrative cost estimates, and reviews of the estimates process. Other topics of note include analysis of state and federal bills with regards to budget estimates and demography using the 1970 census.

See below for a complete list of Coded Files.

- A5 Relationships with other Agencies, 1950-1972 (1ff)
- B18 Reviews and Studies, 1971 (1ff)
- B24.2 Estimates, General, 1970-1972 (3ff)
- B24.21 Subvention- Budget Estimates, 1968-1974 (7ff)
- B24.22 Department Administrative Cost Estimate, 1967-1971 (3ff)
- B24.231 Estimates for Federal Advances, 1968 (1ff)
- B24.232 Federal Estimates Reports [Quarterly], 1969-1970 (1ff)
- B24.241 State Legislative Estimates and Bills, 1970-1972 (8ff)
- B24.242 Federal Legislative Estimates and Bills, 1969-1970 (2ff)
- B24.26 Proposed Policy Changes Estimates, 1968-1972 (1ff)
- B25 Demography, 1970 (3ff)
- B35 Project Grants, 1972 (1ff)
- E2 Budgets and Appropriations, 1961-1971 (1ff)
- E3 Budget Yardsticks, No Date (1ff)
- E4.131 Cash Available Report, Salary and Wages, 1970 (1ff)
- E5.2 Fund Accounts, General and Federal Letter of Credit, 1969-1971 (2ff)
- E7.2 Expenditure Statements, Programs, 1969-1972 (7ff)
- E9 County Claims for Reimbursement, 1972 (1ff)
- E10.5 Child Welfare Services, 1970 (1ff)
- E11 Audits and Reports, 1970 (1ff)
- E12 Contracts, Agreements and Leases, 1971-1972 (1ff)

2. Reports. 1955-1957, 1964-1965. 29 file folders. R350.068. Box 95, folder 13 – Box 96, folder 18.

Arranged alphabetically by location or institution.

Los Angeles Bureau of Adoption Files are RESTRICTED under Health and Safety Code section 102730 because they contain personal information regarding adoptions.

Reports contain statistical data and information on adoptions from county adoption agencies and private adoption agencies. A report may include an institution, city, region, or county.

See below for a complete list of location reports.

Adoptions Institute, 1964-1965 (1ff)
Catholic Welfare and Social Services, 1964-1965 (1ff)
Children's Bureau of Los Angeles, 1964-1965 (1ff)
Children's Home Society, 1964-1965 (1ff)
El Monte District Bureau of Adoptions, 1964-1965 (1ff)
Evangelical Welfare Agency, Whittier, CA, 1964-1965 (1ff)
Fresno County, 1955-1957, 1964-1965 (4ff)
Holy Family Adoptions, 1964-1965 (1ff)
Homewood Terrace, 1964-1965 (1ff)
Infant of Prague Adoption Services, 1964-1965 (1ff)
Inglewood Bureau of Adoptions, 1964-1965 (1ff)
Long Beach Bureau of Adoptions, 1964-1965 (1ff)
Los Angeles Bureau of Adoptions, 1955-1957, 1964-1965 (4ff) **[Restricted]**
Northern California, Area 3-17, 1964-1965 (1ff)
Northern California, Bay Area 2-13, 1964-1965 (1ff)
Sacramento Area, 1956-1957, 1964-1965 (3ff)
San Joaquin, 1956-1957 (1ff)
Solano County Bureau of Adoptions, 1964-1965 (1ff)
Southern California, Area 1-8, 1964-1965 (1ff)
Valley Bureau of Adoptions, 1964-1965 (1ff)
Vista Del Mar, 1963-1964 (1ff)

3. Medical Care Files. 1963-1964. 8 file folders. R350.069. Box 97, folders 1-8.

Arranged alphabetically by county.

Medical Care Files contain statistical data on number of physician visits, drug prescriptions, dental care and other medical needs and costs for categorical aid recipients such as old age security recipients, blind, and disabled. Medical Care Files include the counties of: Alpine; Fresno; Glenn; Humboldt; Imperial; Monterey; Los Angeles; Orange; Sacramento; and San Joaquin.

4. Boarding Homes Monthly Reports. 1955-1956, 1963-1964. 7 file folders. R350.070. Box 97, folders 9-15.

Arranged alphabetically by county.

Boarding Homes Monthly Reports contain statistical data on the number of applicants for care and the number of former inmates leaving care whether through age, death, or adoption. Also included is statistical data from information on licenses renewals.

Boarding Home Monthly Reports include the counties of: Alameda (1955-1956); Alpine; Fresno; Glenn; Humboldt; Imperial; Los Angeles; Orange; Sacramento (1955-1956 and 1963-1964); and San Joaquin.

Business Services Bureau

In 1946, the Bureau of Office Management was formed under the Division of Administrative Services. The Bureau was responsible for all property leasing and maintenance of buildings and equipment; requisitioning of all equipment and supplies; maintenance of general office services; and for the standardizing and coordinating of office procedure for all offices and divisions of the Department. In 1953, the Bureau split and the new Bureau of Management Analysis was formed taking the duties of administrative progress reporting, reports control, forms control, and management and procedural analysis. Between 1954 and 1958 the Bureau of Office Management changed names to the Bureau of Office Services. In 1961, the Bureau of Office Services was transferred to the Fiscal Division. In 1967, the Bureau changed names again to the Bureau of Business Services. The Bureau remained under the Fiscal Division which was under the Management Services Branch until 1972 when it transferred to the Administrative Services Division under the Deputy Director of Administration.

1. Committee Files. 1950-1968. 103 file folders. R350.071. Box 97, folder 16 – Box 101, folder 8.

Arranged alphabetically by committee name with Assembly Committees preceding Senate Committees. The file folder, Press Releases, is placed before other committee files.

Committee Files may include reports, proposals, speeches, correspondence, and hearing transcripts. Sometimes the Department of Social Welfare separated hearing transcripts from the file and other times kept the transcripts within the committee file. The files are processed accordingly. These files contain material written by consultants, department staff, and related parties referring to proposed legislation that potentially affected the Department of Social Welfare. The first committee file, press releases contains a schedule of interim committee meetings and agendas. This is a good reference for a general glance at proposed legislation and its effect on the Department.

Also of note in this series, the Assembly Interim Committee on Social Welfare file contains a report titled, "Description of Administration: San Francisco Area Office State Department of Social Welfare" (1959) and a speech prepared by consultant Hazel Frederickson, "What do Legislators Think Cause the Increase in ANC Cases." The Senate Interim Committee (S.I.C.) on Social Welfare [Appeals] (1952-1955) file includes SDSW Procedural Manual on Appeals. The A.I.C. on Criminal Procedures (1966) file contains a report and recommendation proposed by the Chairman having to do with proposals for legislative action resulting from the Watts Riots.

See below for a complete list of Committee Files.

Press Releases 1958-1962, (1ff)
 Assembly Interim Committees [General A-Z], 1958-1965 (2ff)
 A.I.C. on Civil Services and State Personnel, 1954-1958 (1ff)
 A.I.C. on Conservation, Planning, and Public Works [Subcommittee on Impact of Enemy Attack on Economy and Constitutional Government of the State of California], 1957 (1ff)
 A.I.C. on Criminal Procedures, 1966 (1ff)
 A.I.C. on Education, 1964-1965 (1ff)
 A.I.C. on Education-Subcommittee on Special Education, 1959-1960 (1ff)
 A.I.C. on Finance and Insurance Hearings [Sacramento], 11/19-21/1952 (1ff)
 A.I.C. on Finance and Insurance, 1951-1958 (1ff)
 A.I.C. on Industrial Relations, 1961-1966 (1ff)
 A.I.C. on Judiciary, 1961-1962 (1ff)
 A.I.C. on Judiciary [Hearings on Adoptions, Los Angeles], 01/9-10/1962 (1ff)
 A.I.C. on Judiciary-Subcommittee on Adoptions, 1961-1966 (1ff)
 A.I.C. on Municipal and County Government, 1962-1963 (1ff)
 A.I.C. on Public Health, 1957-1958, 1961-1966 (2ff)
 A.I.C. on Public Health-Subcommittee on Professions and Occupations, 1964 (1ff)
 A.I.C. on Revenue and Taxation [Subcommittee on Tax Administration], 1961-1966 (1ff)
 A.I.C. Rules Committee, 1961-1966 (1ff)
 A.I.C. on Social Welfare, 1950-1966 (14ff)
 A.I.C. on Social Welfare [Hearing, San Francisco, Medical Care Resources for Welfare Recipients], 08/17-18/1964 (1ff)
 A.I.C. on Social Welfare [Hearing, Los Angeles], 09/10-11/1964 (1ff)
 A.I.C. on Social Welfare [Santa Clara County], 1950-1952 (1ff)
 A.I.C. on Social Welfare [Community Work and Training Program], 1964-1965 (1ff)
 A.I.C. on Social Welfare [Cost Sharing], 1964-1965 (1ff)
 A.I.C. on Social Welfare [Subcommittee on Medical Care], 1956-1965 (1ff)
 A.I.C. on Transportation and Commerce, 1958-1959 (1ff)
 A.I.C. on Ways and Means, 1961-1966 (1ff)
 A.I.C. on Ways and Means [General Subcommittees A-Z], 1964-1966 (1ff)
 A.I.C. on Ways and Means-Subcommittee on Institutions [Hearing], 04/9/1964 (1ff)
 A.I.C. on Ways and Means-Subcommittee on Mental Health Services [General], 1964-1968 (2ff)

A.I.C. on Ways and Means-Subcommittee on Mental Health [Hearing, Sacramento],
03/26/1964 (1ff)

A.I.C. on Ways and Means-Subcommittee on Mental Health [Hearing, Los Angeles],
10/2/1964 (1ff)

A.I.C. on Ways and Means-Subcommittee on Mental Health [Hearing, Santa Cruz]
12/5/1964 (1ff)

A.I.C. on Ways and Means-Subcommittee on Mental Health Services [Consultant
Reports and Proposals], 1957-1964 (1ff)

A.I.C. on Ways and Means-Subcommittee on Mental Health [Proposal], 1964 (1ff)

A.I.C. on Ways and Means-Subcommittee on Welfare Costs, 1959-1964 (1ff)

A.I.C. on Ways and Means-Subcommittee on Social Welfare, 1960 (1ff)

Joint Legislative Committees [General A-Z], 1958-1967 (3ff)

Joint Legislative Audit Committee, 1964 (1ff)

Joint Legislative Budget Committee, 1957-1959, 1963-1966 (3ff)

Joint Legislative Committee on Education and Rehabilitation of Physically Handicapped
Children and Adults, 1957-1959 (1ff)

Senate Committees [General A-Z], 1961-1966 (1ff)

Senate Fact Finding Committee on Governmental Efficiency, 1963-1967 (1ff)

S.I.C. on Housing and Recreational Needs of the Elderly, 1961 (1ff)

Senate Committee on Judiciary-Subcommittee on Adoptions Hearing [Los Angeles],
12/5-6/1961 (2ff)

Senate Committee on Judiciary-Subcommittee on Adoptions, 1961-1962 (1ff)

Senate Fact Finding Committee on Business and Commerce, 1964 (1ff)

Senate Fact Finding Committee on Education, 1962-1964 (1ff)

Senate Finance Committee, 1961-1967 (1ff)

Senate Fact Finding Committee on Governmental Organization, 1962-1964 (1ff)

Senate Fact Finding Committee on Labor and Welfare, 1963-1966 (5ff)

Senate Fact Finding Committee on Labor and Welfare [Hearing, Sacramento], 07/1/1960
(1ff)

Senate Fact Finding Committee on Labor and Welfare [Hearing, San Francisco],
10/24/1963 (2ff)

Senate Fact Finding Committee on Labor and Welfare [Hearing, Los Angeles],
12/12/1963 (1ff)

Senate Fact Finding Committee on Labor and Welfare [Hearing, Sacramento],
10/24/1963, 01/16/1964 (2ff)

Senate Fact Finding Committee on Public Health and Safety, 1956-1960 (1ff)

S.I.C. on Social Welfare, 1955-1959 (3ff)

S.I.C. on Social Welfare [Administration and Procedural Survey], 1951-1952 (2ff)

S.I.C. on Social Welfare [Appeals], 1952-1955 (2ff)

S.I.C. on Social Welfare [Adoption Appeals], 1952-1953 (1ff)

S.I.C. on Social Welfare [Duties and Responsibilities for Agents in Independent
Adoptions], 1952-1953 (1ff)

S.I.C. on Social Welfare [Los Angeles Area], 1952 (2ff)

S.I.C. on Social Welfare [Sacramento Area], 1952 (1ff)

S.I.C. on Social Welfare [San Francisco Area], 1952 (1ff)

S.I.C. on Social Welfare Adoption Survey [General], 1951-1952 (1ff)
S.I.C. on Social Welfare Adoption Survey [Comments on Survey Report], 1952 (1ff)
S.I.C. on Social Welfare Adoption Survey [Hard to Place Children], 1952 (1ff)
S.I.C. on Social Welfare Adoption Survey [Job Descriptions], 1952 (1ff)
S.I.C. on Social Welfare Adoption Survey [Services to Unmarried Mothers by County],
1952 (2ff)

2. Coded Files. 1960-1966. 5 file folders. R350.072. Box 101, folders 9-13.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded files contain cost estimates and legislative check lists. Coded File A2.2 is a legislative check list showing legislative changes affecting OAS policies in each county. It consists of 4 file folders. B24.24 shows cost estimates of department programs written for the Legislature.

Research and Statistics Unit/Division/Bureau

A Division of Research and Statistics was created in the Department of Social Welfare in 1937 largely in response to a growing need for accurate and adequate statistics necessary for California's participation in the federal Social Security Act. The Division was made a bureau in the Division of Administrative Services in 1946. In 1960 the bureau was made a Division again headed by Chief, Wilbur L. Parker. In 1972, the Division of Research and Statistics was disbanded and duties were transferred to the new Research and Evaluation Division. According to California Blue Books, the Division/Bureau was responsible for collecting statistics on public assistance and other welfare programs, making special studies, creating estimates, and compiling state and federal reports related to social welfare services.

1. Coded Files. 1940-1972. 127 file folders. R350.073. Box 101, folder 14 – Box 106, folder 26.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded Files contain reports, letters, memos, charts, statistics, and general correspondence. Coded Files vary widely from topic. However, the majority of coded files relate to Interdepartmental Relationships (A5.1), Estimates (B24.2-B24.25), and Project Grants (B35.1-B35.8). Each file is labeled with a specific topic.

Coded file A5.1 [Compensatory Education] is RESTRICTED under the California Information Practices Act (Civil Code, section 1798.24) because it contains personally identifiable information.

See below for a complete list of coded files.

- A5.1 Interdepartmental Relationships
 - A5.1 Department of Vocational Rehabilitation, 1967 (1ff)
 - A5.1 Job Training and Placement, 1967 (1ff)
 - A5.1 Department of Education, 1967 (1ff)
 - A5.1 Compensatory Education, 1967 (1ff) **[RESTRICTED]**
 - A5.1 University of California Education, 1965-1967 (1ff)
 - A5.1 University of California Research Center, 1966 (1ff)
 - A5.1 Department of Finance, 1964-1966 (1ff)
 - A5.1 Governor's Office, 1965-1967 (1ff)
 - A5.1 Dept. of Health Care Services, 1965-1966 (1ff)
 - A5.1 Health and Welfare Agency, 1962-1967 (1ff)
 - A5.1 Department of Justice, 1967 (1ff)
 - A5.1 Legislative Analyst, 1964-1966 (1ff)
 - A5.1 Legislative Reference Service, 1964-1966 (1ff)
 - A5.1 Department of Mental Hygiene, 1964-1967 (1ff)
 - A5.1 Mental Health Planning, 1963 (1ff)
 - A5.1 Medical Care Studies Unit, 1964-1967 (1ff)
- A5.2 Federal-State Relationships, 1940-1950 (2ff)
 - A5.2 Public Assistance, 1965-1966 (3ff)
- A5.3 County Relationships, 1967-1968 (2ff)
- A5.5 Associations and Agencies, 1965-1971 (9ff)
 - A5.5 County Supervisors Association of California, 1965-1969 (1ff)
- B3 Organization [Budgets and Contracts], 1967 (1ff)
- B3.3 Assignments and Delegations, 1967 (1ff)
- B6.2 Activity Reports on Work Plans [Monthly Progress Reports], 1954-1963 (7ff)
- B7 Committees and Scheduled Meetings
 - B7 Advisory Committee on Adequacy of Grant, 1959 (1ff)
 - B7 Advisory Committee on Adequacy of Grant Reports, 1959 (1ff)
 - B7 Advisory Committee on Adequacy of Grant, Misc., 1959 (1ff)
- B15 Building Space [Reorganization Plan for Los Angeles], 1959 (1ff)
- B18 Reviews and Studies
 - B18 AFDC Study, 1967-1968 (1ff)
 - B18 California Data Inventory, 1968 (1ff)
- B18.5 Trends in Public Assistance, 1960 (1ff)
- B21 Research and Statistics [Cost Estimates], 1960 (1ff)
- B22.27 Statistical Methods and Procedures [Methods and Procedures] [Eye Examination Reports], 1960 (1ff)
- B24.2 Estimates, 1960-1967 (2ff)
 - B24.2 Categorical and Caseload Estimate, 1959-1967 (1ff)
 - B24.2 County Admin Costs, No Date (1ff)
 - B24.2 Fee Schedule Estimates, 1964 (1ff)
- B24.21 Budget Estimates, 1958-1965 (1ff)
 - B24.21 Adoption Agencies, 1954-1967 (4ff)
 - B24.21 ATD, ANB, OAS, 1967 (1ff)
 - B24.21 Boarding Homes, 1967 (1ff)

- B24.21 Categorical AID, 1958-1968 (4ff)
- B24.21 Medical Assistance Program, 1967 (1ff)
- B24.21 Medical Assistance for the Aged, 1960-1965 (1ff)
- B24.21 Public Assistance Medical Care, 1957-1966 (2ff)
- B24.21 Quarterly Estimates of Expenditures, 1965-1967 (1ff)
- B24.21 Welfare Cutbacks, 1965-1967 (1ff)
- B24.22 Department Administrative Cost, 1965-1967 (2ff)
 - B24.22 CWD, BHI, ANC, UIB, General, 1950-1966 (1ff)
 - B24.22 Adoptions, 1960-1967 (1ff)
 - B24.22 Institutions, 1967 (1ff)
- B24.23 Federal Estimates [Quarterly Estimates], 1950-1956 (3ff)
- B24.231 Estimates for Federal Advances, 1959-1963-1964 (2ff)
- B24.232 Federal Estimates Reports, 1961-1967 (4ff)
- B24.241 State Legislative Estimates, 1958-1967 (9ff)
- B24.242 Federal Legislative Estimates, 1962, 1965-1966 (4ff)
- B24.25 Estimates of Revenues, Expenditures and Fund Balances 1964-1968 (1ff)
- B24.26 Policy Changes Estimates, 1959-1967 (2ff)
 - B24.26 AFDC, ATD, OAS, 1967 (1ff)
- B25 Demography
 - B25 Populations and Incomes, 1967 (1ff)
 - B25 Populations and Finance, 1967 (1ff)
 - B25 Populations and Employment, 1967 (1ff)
 - B25 Populations and Illegitimacy, 1967 (1ff)
- B35.1 Specific Project Grants, 1964 (1ff)
 - B35.1 Main Project, 1968 (1ff)
 - B35.1 Public Health Services, 1964-1966 (1ff)
 - B35.1 The Project Program, 1962-1969 (1ff)
- B35.2 Project Grants, 1962-1969 (1ff)
 - B35.2 Santa Clara County Projects, 1966 (1ff)
 - B35.2 County Projects, 1962-1968 (1ff)
- B35.8 Project Grants, 1969 (1ff)
 - B35.8 Audit Protective Service Unit Project, 1965-1968 (2ff)
 - B35.8 National Study of the AFDC Program, 1967 (1ff)
 - B35.8 Project #115, ATD Money, 1964-1965 (1ff)
- D1 Training and Education [Boarding Homes and Institutions], 1960-1968 (1ff)
- E9 County Claims for Reimbursement, 1967 (1ff)
- E10.4 Expansion [State Subvention and Licensing of Boarding Homes], 1967 (1ff)
- E10.5 Expansion [Child Welfare Services], 1967-1972 (1ff)
- E11 Audits and Reports, 1967 (1ff)
- E14 Financial Participation [Cost of Audits], 1965-1967 (1ff)
- G7.113 Licensing Standards-Financial Operation of Licensed Facility, 1960-1962 (1ff)
- H1 Adoptions-General, 1962 (1ff)

2. Subject Files. 1930-1969. 90 file folders. R350.074. Box 107, folder 1 – Box 110, folder 6.

Arranged alphabetically by subject.

Subject Files include letters, memoranda, reports, memos, studies, statistics, appeals, and opinions. Subject Files vary on topic and detail. The majority of subject files contain reports or studies on a specific topic. Some topics of note include: Adoption; Boarding Homes and Institutions; Causes of Blindness; Civilian War Service (one file Restricted); Medical Care; Indians; Old Age Security; and Public Assistance for Aliens and Indigent Aid.

The second file for Civilian War Service is RESTRICTED under California Information Practices Act (Civil Code section 1798.24) because it contains personally identifiable information.

See below for a complete list of subject files.

Adoption 1930-1946, 1950-1960 (2ff)
AFDC Employability Report, 1968 (1ff)
AFDC: Reduction in AID for Assistance from Training Programs, 1968 (1ff)
Aid to Needy Children Study, 1936-1944 (1ff)
Aid to Dependent Children, Closure of, 1942-1946 (1ff)
Appeals and Complaints, 1954-1959 (1ff)
Assembly Ways and Means Committee, Statement, 1959 (1ff)
Assistance Planning Project, 1956-1957 (1ff)
Blind, 1959 (1ff)
Boarding Homes and Institutions, 1940-1943, 1959 (2ff)
Categorical Aid [Load Estimates, Personnel], 1962-1966 (1ff)
Causes of Blindness, 1930-1946 (2ff)
Children's Aid, 1957-1959 (1ff)
Children's Aid [Boarding Homes], 1950-1960 (1ff)
Civilian War Service, 1942-1948 (2ff) **[File Folder 2 RESTRICTED]**
Deserted Children, 1939 (1ff)
Diagnostic Intake Services in Aid to Needy Children, 1963-1969 (1ff)
Eligibility Survey of Grants in Mendocino County, 1940 (1ff)
Employment Potential among AFDC Mothers, 1967-1969 (1ff)
Estimates on Bills, 1959 (1ff)
Federal Research Grants Information, 1960-1961 (1ff)
General Relief, 1940-1946 (1ff)
Grant Union Youth Center Study, 1944 (1ff)
Health and Welfare, Social Welfare News Letter's, 1965 (1ff)
Hospital Report, 1936-1938 (1ff)
Indians, 1936-1941 (4ff)
Individuals Accepting Aid, 1936-1937 (1ff)
Juvenile and Adult Probation Reports, 1941 (1ff)
Juvenile Delinquency, 1943 (1ff)
Legislation, 1965 (1ff)
Maternity Home Study, 1941 (2ff)

Medical Care, 1957-1959 (3ff)
 Medical Care [House Resolution 53 Report to Legislature], 1956 (1ff)
 Medical Care County Payments Study, 1959 (1ff)
 Medical Care Resources and Utilization Project, 1966-1968 (2ff)
 Meetings with SSA, 1959 (1ff)
 Mexican American Study, 1964-1967 (1ff)
 Monthly Report on County Aid to Persons of Japanese Ancestry, 1945-1946 (1ff)
 Need of Families of Service Men for Public Assistance, 1943 (1ff)
 Old Age Security Applications, 1937-1938 (1ff)
 Old Age Security Experiment and Demonstration, 1964-1948 (2ff)
 Old Age Security House Resolution #69, 1941 (3ff)
 Old Age Security Los Angeles County Study, 1941-1942 (2ff)
 Old Age Security Miscellaneous, 1940-1946 (1ff)
 Old Age Security Study Rates, 1937-1939 (1ff)
 Out of Home Board and Medical Care Rates, 1966-1968 (1ff)
 Patterns of Aging on Welfare Study, 1969 (1ff)
 Personnel Files, 1939-1949 (1ff)
 Poverty in California, 1966-1968 (1ff)
 Press Releases, 1942-1944 (1ff)
 Prior Authorization for Medical Care Study, 1958 (1ff)
 Project #153, 1963 (1ff)
 Project #207, 1963-1967 (2ff)
 Project Improvement Grant, 1958-1961 (1ff)
 Project Review Committee, 1961 (1ff)
 Public Assistance Aliens and Indigent Aid, 1937-1938 (2ff)
 Public Assistance in California, 1942-1944 (1ff)
 Public Assistance Problems, 1958-1959 (1ff)
 Recruitment and Training of Social Workers, 1964-1965 (1ff)
 Rejected Applications for Division of Blind Study, 1942-1944 (1ff)
 Simplification of AFDC Eligibility, 1969 (1ff)
 Social Data on Children Receiving Services, 1940-1946 (1ff)
 Social Data on OAS and ANB Cases Accepted, 1939-1941 (1ff)
 S.R.A. and County Indigent Aid Cost Comparison, 1940 (1ff)
 Staff Characteristics of Day Nurseries Study, 1959 (1ff)
 State Project, 1966-1969 (1ff)
 Subvention Budget Estimates, 1963-1966 (2ff)
 Surplus Commodities, 1959 (1ff)
 Technical Non-Resident Public Assistance Eligibility, 1939 (1ff)
 U.C. Medical Center Demonstration Project Report, 1959 (1ff)
 Uniform Basic Needs, 1966-1967 (1ff)
 Widower's Study, 1941 (1ff)

3. County Files. 1939-1941, 1950, 1956-1966. 48 file folders. R350.075. Box 110, folder 7 – Box 111, folder 29.

Arranged alphabetically by county.

County Files consist of letters, correspondence, statistical reports, daily logs, reports, news articles, and studies. County files from the Division of Research and Statistics compare different county welfare plans, processes, field reports, and general efficiency. The file folders labeled as general refer to counties as a whole while those with specific county names refer to specific counties. County files from the Division of Research and Statistics reveal how social welfare was regulated and implemented on the county level and are a great source for determining how the Department of Social Welfare implemented their policies.

File “General [Sacramento-Sonoma]” is RESTRICTED under California Information Practices Act (Civil Code section 1798.1) because it contains personally identifiable information.

See below for a complete list of county files.

County Welfare Departments, General, 1941, 1950, 1957-1966 (5ff)
General [Alameda-Orange], 1959-1960 (1ff)
General [Sacramento-Sonoma], 1960 (1ff) **[RESTRICTED]**
General [Trinity-Yuba], 1960 (1ff)
Alameda [Administrative Review Bureau], 1965 (1ff)
Alameda [ANC Research Project, Intensive Services Unit], 1959-1962 (2ff)
Alameda [Correspondence], 1956, 1962-1966 (1ff)
Alameda [Medical Care Sample], 1963 (1ff)
Alameda [Published Project Reports], 1962-1964 (1ff)
Alameda [“Job Finding for Court Wards” A Report to The Rosenberg Foundation], 1965 (1ff)
Fresno [Medical Care Sample], 1963-1964 (2ff)
Glenn [Medical Care Sample], 1963-1964 (1ff)
Humboldt [Administrative Review], 1958 (1ff)
Humboldt [Correspondence], 1958-1966 (1ff)
Humboldt [Food Stamp Program Report], 1962-1964 (1ff)
Humboldt [Medical Care Sample], 1963-1964 (1ff)
Humboldt [Project #47 Ch. 5 Div. 1, Welfare and Institutions Code], 1964 (1ff)
Humboldt [Statistical Reporting Review], 1958-1961 (1ff)
Imperial [Medical Care Sample], 1963-1964 (1ff)
Kern [Administrative Review and Correspondence], 1964-1966 (1ff)
Kern [Agricultural Employment Study], 1956 (1ff)
Kern [Caseworker Contacts Study], 1961 (1ff)
Kern [Statistical Report], 1957-1964 (1ff)
Los Angeles [Medical Care Sample], 1963-1964 (2ff)
Madera [Field Review], 1940-1941 (1ff)
Mendocino, 1940 (1ff)
Monterey [Medical Care Sample], 1963-1964 (1ff)
Nevada 1940, (1ff)
Orange [Correspondence], 1964-1966 (1ff)

Orange [Medical Care Sample], 1963-1964 (2ff)
 Orange [Statistical Field Review], 1960, 1964 (1ff)
 Sacramento [Administrative Review], 1964 (1ff)
 Sacramento [Medical Care Sample], 1963-1964 (2ff)
 Sacramento [Project Report and Correspondence], 1962-1966 (1ff)
 Sacramento [Statistical Procedures], 1962, 1964 (1ff)
 Sacramento [Statistical Reviews], 1959 (1ff)
 San Joaquin, 1963-1964 (1ff)
 San Luis Obispo [Correspondence, Project Reports, and Administrative Review], 1962-1966 (1ff)
 Santa Clara, 1939-1940 (1ff)

4. Legislative Files. 1950-1967. 7 file folders. R350.076. Box 111, folders 30-36.

Arranged alphabetically by folder title.

Legislative Files contain bill file notes, opinions, memoranda, and correspondence from state senators, and the DSW related to legislation on public assistance. Topics include: Assembly Committee on Social Welfare, 1963-1967; Legislative Bill Files, 1964-1967; Legislative Committees, 1965-1967; Legislative Memoranda and Correspondence, 1950-1960; State Senators, 1950-1960; and Senate Committee on Labor and Welfare, 1964.

5. Estimates. 1959, 1965-1967. 5 file folders. R350.077. Box 111, folder 37 – Box 112, folder 4.

Arranged alphabetically by subject.

Estimate Files contain correspondence, reports, and estimates on public assistance programs, money, and increases. Topics include: Legislative Analysis, 1965; OAS Increase, 1959; Subvention, 1966-1967; and Subvention [Governor's Budget], 1966-1967.

6. Division Correspondence. 1949-1954. 12 file folders. R350.193. Box 242, folders 9-20.

Arranged with Director's Files first, followed alphabetically by division.

Office memoranda, correspondence, charts, regarding office policy, revised procedures, answers to questions from other bureaus and divisions, background information for reports, and requested compilations of data.

Bureau of Management Analysis

In 1946, the Bureau of Office Management was formed under the Division of Administrative Services (see the Bureau of Business Services for a description of duties of the Bureau of Office Management). In 1953, the bureau was split and the new Bureau

of Management Analysis was formed under supervisor Francis C. Locher. Duties of the Bureau of Management Analysis included administrative progress reporting, reports control, forms control, and management and procedural analysis. In 1960, the Bureau was placed under the Deputy Director of Administration. In 1963, the Director of Administration became the Director of Management Services. The Bureau remained under the Management Services Branch until 1972 when it transferred to the Administrative Services Division under the Deputy Director of Administration.

1. Management Statistics. 1941-1960. 18 file folders. R350.078. Box 112, folders 5-22.

Arranged alphabetically by topic.

Management Statistics files vary widely by topic. Examples of topics covered are: analytical data on work loads of employees of the different bureaus and divisions of the department, correspondence between bureau chiefs and division heads, statistics on case resolutions and appeals, and photographs depicting working conditions of employees of the division.

See below for a complete list of management statistics files.

Aid to Totally Disabled, 1955-1958 (1ff)
Appeals Yardsticks, 1954-1958 (1ff)
Application Disposition Time Study, 1954 (1ff)
ANC Statistics, 1956 (1ff)
Case Load Statistics by County, 1954 (1ff)
Commission on Chronic Illness, 1948-1954 (1ff)
Discontinuance Rates, 1941-1948 (1ff)
Farm Laborers, 1960 (1ff)
Field Statistics, 1945-1950 (1ff)
Foster Care, 1947 (1ff)
Independent Adoptions, 1954-1958 (1ff)
Institutions, 1954-1958 (2ff)
Miscellaneous, 1940-1948 (1ff)
Performance Standards in the Field, 1952-1958 (1ff)
Persons with Exempt Income, 1947 (1ff)
Photos, Work Conditions for Women, 1958 (1ff)
Reservations, Indians, 1947 (1ff)

2. County Administration Files. 1925-1956. 10 file folders. R350.079. Box 112, folder 23 – Box 113, folder 9.

Arranged alphabetically by subject, county, or region.

County Administration Files contain information on county long term and short term plans and reports of current activities being performed by the 58 county social welfare

agencies. These files contain a wealth of statistical data on county expenses for both administrative needs and categorical aid needs.

File topics and counties include: General; Alameda County; Field Reports; Northern Counties [Directors]; Northern Counties [Organizations]; San Diego, Monterey, and Marin Counties; Staffing; Yolo; and Yolo, Tulare, and San Joaquin Counties.

3. Bureau Chief Files. 1939-1956. 6 file folders. R350.080. Box 113, folders 10-15.

Arranged alphabetically by subject.

Bureau Chief Files contain information on department employee progress reports, general correspondence between bureau chiefs and division heads, and memoranda on employee training and improvements being done in the county. Subjects and topics include: Administrative Reports Survey; Employee Progress Reports; Field Review Correspondence; General; and Report Proposals.

Management Systems Development Branch

The Management Systems Development Branch was formed and placed under the Administrative Services Division in 1972. Other branches under the Administrative Services Division included: Computer Services; Staff Services; Personnel Management; and Licensing. The Management Systems Development Branch was responsible for the Systems Development Bureau, Program Information Bureau, and County EDP Systems Bureau.

1. County Files. 1968-1973. 32 file folders. R350.081. Box 113, folder 16 – Box 114, folder 8.

Arranged alphabetically by county. Each county is then separated by files designated as correspondence, administrative reviews, welfare reform visit, and temp 720.

The county correspondence files contain letters, reports, news clippings, and attachments that consist of information related to the department evaluations for that county. Themes within the correspondence are procedures, explanations as to why some numbers may not be accessible, data and statistics for administrative review, and general questions between the state and county divisions.

The administrative review folders within the county files are a review of the county welfare department. Some topics within the review include a background for the review, conduct of the study, departmental setting, county control agencies, recommended structure, positions within the county welfare department, staff development, and recommendations. Only the Alameda County file contains an Administrative Review.

The welfare reform visit folder within the county files compares the cost/savings to Alameda County for welfare reform. Within the file is a preliminary analysis of Governor Reagan's Welfare Reform Legislation, an evaluation of the county position for welfare reform, new welfare reform proposals and their impact, and a cost analysis of welfare reform for the county.

The Temp 720 folder within the county files contain a form from the county office marking statistical numbers of AFDC, OAS, AB/PSB, and ATD cases received, approved, denied, or other dispositions by the county. It also contains statistical information on transaction affecting caseload from other counties as well as total caseload at the end of a month. Only a few of the county files actually contain the Temp 720 file.

See below for a complete list of county files.

Alameda [Correspondence], 1969-1973 (1ff)
Alameda [Administrative Reviews], 1970 (1ff)
Alameda [Welfare Reform Visit], 1971 (1ff)
Alpine [Correspondence], 1969-1973 (1ff)
Alpine [Welfare Reform Visit], 1971 (1ff)
Amador [Correspondence], 1968-1971 (1ff)
Amador [Welfare Reform Visit], 1971 (1ff)
Fresno [Correspondence], 1969-1973 (1ff)
Fresno [Welfare Reform Visit], 1971 (1ff)
Humboldt [Correspondence], 1971 (1ff)
Humboldt [Welfare Reform Visit], 1971 (1ff)
Humboldt [Temp 720], 1971 (1ff)
Imperial [Correspondence], 1969-1973 (1ff)
Imperial [Welfare Reform Visit], 1971 (1ff)
Los Angeles [Correspondence], 1969-1973 (5ff)
Los Angeles [Welfare Reform Visit], 1971 (1ff)
Monterey [Correspondence], 1970-1971 (1ff)
Monterey [Welfare Reform Visit], 1971 (1ff)
Monterey [Temp 720], 1971 (1ff)
Sacramento [Correspondence], 1969-1971 (1ff)
Sacramento [Welfare Reform Visit], 1971 (1ff)
San Joaquin [Correspondence], 1969-1971 (1ff)
San Joaquin [Welfare Reform Visit], 1971 (1ff)
San Joaquin [Temp 720], 1971 (1ff)
San Luis Obispo [Correspondence], 1971, 1973 (1ff)
San Luis Obispo [Welfare Reform Visit], 1971 (1ff)
Tehama [Correspondence], 1970 (1ff)
Tehama [Welfare Reform Visit], 1971 (1ff)

Program Information Bureau

In 1969, the Information Systems Bureau was created under the Management Services Branch. The Bureau was responsible for the Systems Analysis Unit, Programming Systems Unit, and Payment Operations Unit. In 1972, the Bureau was renamed the Program Information Bureau under the Management Systems Development Branch.

1. Coded Files. 1961-1980. 169 file folders. R350.082. Box 114, folder 9 – Box 120, folder 3.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded Files may include press releases, copies of newspaper articles, legislative summaries, correspondence, questionnaires, reports, consulting proposals, and meeting minutes. Also included throughout this series is a plethora of statistics on various welfare programs.

Some codes of note include: B36.1 EDRS Source Material (1971), which includes systems flow diagrams showing eligibility determination and redetermination of various Aid and Assistance Programs; K1 Medical Assistance Program [Cal-Med Technical Supplement] (1965), provides data used for evaluations of the Cal-Med program in the fields of medical costs, welfare, insurance, and banking; and J1 Governors Welfare Reform Proposal (1971-1979), contains a report on county reaction to, "Meeting the Challenge," from the Governor's proposal on welfare reform (March 3, 1971).

Files B36.132 State Date Exchange and B18 Survey Instructions for Food Stamps Characteristics Surveys are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because they contain personally identifiable information.

See below for a complete list of coded files.

A2.2 Weekly Legislation Summary January-June, 1972 (1ff)
A5.4 Interstate Relationships, 1969-1973 (3ff)
B3.2 Functions, Coordination's, and Internal Relationships [Department-Wide] 1969-1971 (1ff)
B3.2 Functions, Coordinations, and Internal Relationships [EDP Bureau], 1969-71 (1ff)
B18 Reviews and Studies [General], 1969-1974 (4ff)
B18 Adult Aid Cash Grant Caseload Study, 1968-1972 (1ff)
B18 Adult Public Assistance Recipients Survey [SRS-NCSS-106], 1970-1971 (1ff)
B18 AFDC Economic Survey, 1970-1971 (1ff)
B18 AFDC Study Case Schedule, 1967-1969 (1ff)
B18 Children in Licensed Institutions Census [Form CI77], 1970 (1ff)
B18 EDP Feasibility Study [Electronic Data Processing], 1973 (1ff)
B18 Error Rates vs. Turnover Rates Study, 1974-1975 (1ff)
B18 Income Maintenance and Service Delivery, 1969 (1ff)

B18 Licensing Study, 1972 (1ff)
 B18 National Survey of Services, Assessment Activities, and Methodology, 1974 (1ff)
 B18 OAS Characteristics of Recipients Study, 1973 (1ff)
 B18 OAS Caseworkers Survey, 1969 (1ff)
 B18 Proposed Research Studies, 1970 (1ff)
 B18 Recipient Fraud Incidence Study, 1969 (1ff)
 B18 Social Services Information System [Riverside], 1974-1975 (2ff)
 B18 Special Study of Disability of Recipients in the Case Grant Case Load, 1969 (1ff)
 B18 Strikers on Welfare, 1974-1976 (1ff)
 B18 Supervisor Control on Error Rates, 1974-1975 (1ff)
 B18 Survey Instructions for Food Stamps Characteristics Surveys [**Restricted**], 1974-1975 (1ff)
 B18 County Training Bureau Administrative Review, 1971 (1ff)
 B18 U.S. Civil Service Commission Surveys, 1971 (1ff)
 B35.1 Information Systems Nationwide Demonstration Project [1969 Model], 1970-1972 (1ff)
 B35.1 Santa Clara County Needs Assessment Capacity Building Project, 1974-1975 (1ff)
 B36 Data Processing [General], 1966-1977 (1ff)
 B36 Statistical Sampling for Aid Recipients, 1969-1973 (1ff)
 B36.1 Automatic Data Processing Applications Exchange System [ADPAE], 1972 (1ff)
 B36.1 Data Reporting System and Preliminary IBM-SDSW Project Plan for EDRS, 1971 (1ff)
 B36.1 EDP Electronic Data Processing, 1969-1975 (1ff)
 B36.1 EDP Consolidation, 1970-1973 (1ff)
 B36.1 EDP Conversion, 1969-1975 (1ff)
 B36.1 EDRS – WR2 Correspondence, 1972-1973 (1ff)
 B36.1 EDRS County Comments on 11/17 Revision, 1971 (1ff)
 B36.1 State Staff Comments on October Revision, 1971 (1ff)
 B36.1 EDRS WR2 State Staff Comments on 11/17 Revision, 1971 (1ff)
 B36.1 EDRS WR2 Source Material, 1971 (2ff)
 B36.1 Expanded Data Processing Systems [Forms for EDRS – WR2 Correspondence], 1972 (1ff)
 B36.1 Expanded Data Reporting System [EDRS], 1968-1970 (1ff)
 B36.1 Information Retrieval, 1968-1977 (1ff)
 B36.1 Statistical Reporting System, 1970-1976 (1ff)
 B36.1 Stimulation Vol. I, 1974-1975 (1ff)
 B36.1 Stimulation Vol. II, 1974-1975 (1ff)
 B36.1 Stimulation Task Force, 1974-1975 (1ff)
 B36.132 State Data Exchange [SDX], 1974 (1ff) [**Restricted**]
 B36.2 Programing and Processing of Statistical Data-Coding, 1969-1975 (1ff)
 B36.4 Data Processing Costs, 1969 (1ff)
 G1 Boarding Homes and Institutions [General], 1971-1974 (1ff)
 H1 Adoptions [General], 1969-1980 (3ff)
 H1 Laws Relating to Adoptions and Out-of-Home Care for Children, 1969 (1ff)
 J1 Public Assistance [General], 1964-1976 (6ff)
 J1 Adult Aids, 1968-1975 (1ff)

J1 Governor's Welfare Reform Proposal, 1971-1974 (1ff)
 J1 Public Assistance Trends Reports, 1964-1974 (1ff)
 J1 Research Information on Public Welfare [California, Oregon, Illinois, and Michigan], 1967 (1ff)
 J1 Welfare Reform, 1971-1972 (2ff)
 J1.1 Old Age Security, 1964-1968 (2ff)
 J1.2 Aid to Blind, 1964-1971 (1ff)
 J1.5 Aid to Families with Dependent Children, 1964-1976 (8ff)
 J1.5 AFDC Trends, 1965 (1ff)
 J1.7 Aid to Disabled [ATD], 1964-1974 (7ff)
 J2 Application Process, 1964-1979 (2ff)
 J4 Eligibility Process Validation Procedures, 1966-1976 (1ff)
 J4.2 Medically Needy, 1966-1968 (1ff)
 J6 Physical and Mental Impairment, 1970 (1ff)
 J6.2 Disability, 1964-1974 (1ff)
 J7 Citizenship [Aliens], 1973-1976 (1ff)
 J8 Deprivation, 1968-1973 (1ff)
 J8.4 Unemployed Parents, 1964-1974 (1ff)
 J9 Self-Maintenance, 1963-1964 (1ff)
 J11 Residence, 1962-1971 (1ff)
 J13 Needs, 1965-1970 (1ff)
 J13.1 Standard of Assistance, 1964-1971 (1ff)
 J13.1 Simplified Need Standard for AFDC Families, 1966-1974 (1ff)
 J13.12 Special Needs, 1964-1976 (1ff)
 J13.122 Special Diets, 1964-1970 (1ff)
 J13.123 Housing and Utilities, 1964-1972 (1ff)
 J13.123 Housing and Utilities [Social Welfare Board Hearings, San Francisco and Los Angeles], 1963-1974 (1ff)
 J13.126 Board and Case and Personal Care, 1964-1978 (1ff)
 J14 Property, 1963-1976 (1ff)
 J15 Income Limitations and Restrictions, 1964-1976 (1ff)
 J15.3 Earnings Clearance System, 1972-1974 (1ff)
 J15.5 Insurance [OASDI], 1964-1971 (1ff)
 J16 Aid Payments, 1964-1975 (1ff)
 J16.1 ATD Average Grants, 1965-1970 (1ff)
 J16.41 Payments of Aid After Death, 1972 (1ff)
 J16.72 Money Management, 1961-1969 (1ff)
 J16.8 Overpayments and Underpayments, 1966-1974 (1ff)
 J16.841 Recipient Fraud [Out-of-State], 1971-1972 (1ff)
 J16.841 Recipient Fraud [Recoveries], 1962-1974 (1ff)
 J16.841 Recipient Fraud [Reporting], 1974-1977 (1ff)
 J17 Appeals and Complaints [Fair Hearings], 1962-1974 (1ff)
 J22.1 General Relief, 1962-1974 (1ff)
 J22.2 Surplus Commodity Distribution, 1962-1965 (1ff)
 J22.5 Cuban Refugee Program, 1971 (1ff)
 K1 Medical Assistance Program, 1964-1965 (2ff)

- K1 Medical Assistance Program [Cal-Med Technical Supplement], 1965 (1ff)
- K1 Preliminary Statement of Medical Assistance Plan, 1966 (1ff)
- K1.1 Fee Schedules [Fees, Reimbursements, and Services], 1964-1968 (1ff)
- K1.3 Medical Assistance for the Aged [MAA], 1964-1966 (1ff)
- K2 Bills, Payments, and Related Documents [Vendor Payments], 1961-1971 (1ff)
- K3 Facilities and Services, 1964-1965 (1ff)
- K3.1 Hospital and Nursing Home Rates, 1964-1966 (1ff)
- K4.4 Medical Care [Drugs], 1964-1966 (1ff)
- K5.3 Hearing Aids [Otology], 1963-1964 (1ff)
- L1 Food Stamp Program, 1964-1977 (5ff)
- L1.11 Cash-In SSI/SSP Food Stamp Program, 1974-1978 (1ff)
- L1.221 Food Stamp Outreach, 1974-1977 (1ff)
- M1 Services in Public Welfare [General], 1964-1973 (1ff)
- M1.1 Work Papers on the Services Program, 1964-1970 (1ff)
- M1.3 Services in Public Assistance, 1964-1973 (1ff)
- M1.341 Caseload Standards, 1967-1974 (1ff)
- M2 Caseload and Counseling Child Welfare, 1964-1969 (1ff)
- M2.15 Family Planning Services, 1970-1974 (1ff)
- M3.1 Homemaker Services Program, 1968-1977 (2ff)
- M3.2 Out-of-Home Services, 1966-1973 (1ff)
- M3.3 Protective Services, 1966-1967 (1ff)
- M5 Training and Education, 1965-1970 (1ff)
- M5.2 Work Experience and Training [Title V Economic Opportunities Act], 1964-1972 (2ff)
- M5.33 Compensatory Preschool Education, 1963-1972 (1ff)
- M5.41 Work Incentive Program WIN [AB 210], 1967-1977 (4ff)
- M5.41 WIN Tables and Reports, 1968-1972 (3ff)
- M5.41 WIN Tables and Reports [Human Relations Agency Task Force on the Evaluation of the WIN], 1970 (1ff)
- M6.11 Farm Labor Referrals, 1965-1968 (1ff)
- M12 Service Centers, 1966-1967 (1ff)

Payment Operations

Payment Operations existed as a unit under the Information Systems Bureau (the predecessor of the Program Information Bureau). The goals of Payment Operations were to cut waste and increase efficiency of all aid payments. Payment Operations existed from 1968 to 1972. After 1972, many of the duties were absorbed into Benefit Payments.

1. Coded Files. 1968-1972. 110 file folders. R350.083. Box 120, folder 4 – Box 123, folder 10.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded Files include meeting minutes, reports, studies, letters, memoranda, public hearing files, regulations, and schedules. Many of the files cover the various aid disbursement categories (such as Aid to Needy Blind and Aid to Families with Dependent Children) as well as covering property restrictions and citizenship requirements.

See below for a complete list of Coded Files.

- A5.1 Interdepartmental Relationships, 1968-1971 (6ff)
- A5.2 Federal-State Relationships, 1968-1971 (6ff)
- B7 Meeting Files, 1968-1971 (12ff)
- H1 Adoptions, 1969-1971 (1ff)
- J1 Public Assistance, 1968-1971 (2ff)
- J1.2 Aid to Needy Blind, 1968-1971 (1ff)
- J1.7 Aid to Disabled, 1968-1971 (1ff)
- J4 Eligibility of AFDC Children in Nursing Homes, 1968-1971 (2ff)
- J6 Physical and Mental Impairment, 1968-1971 (1ff)
- J6.2 Disability, 1968-1971 (1ff)
- J7 Citizenship (Legal Aliens), 1968-1971 (1ff)
- J8.1 Absent Parent, 1968-1971 (1ff)
- J8.4 Unemployed, 1968-1971 (1ff)
- J10 Child Support, 1968-1971 (2ff)
- J11 Residence, 1968-1970 (1ff)
- J12 Institutional Status, 1968-1970 (1ff)
- J13 Needs – Single Parents, 1968-1970 (1ff)
- J13.1 Standards of Assistance, 1968-1970 (1ff)
- J13.111 Family Budget Unit, 1970 (1ff)
- J13.12 Special Needs, 1968-1971 (1ff)
- J13.123 Housing and Utilities, 1970-1971 (2ff)
- J13.125 Transportation, 1970-1971 (1ff)
- J13.12611 Board and Care Rates, 1970-1971 (1ff)
- J13.128 Training Connected Expenses, 1971 (1ff)
- J14 Property, 1970 (1ff)
- J14.2 Real Estate Property, 1968-1971 (1ff)
- J15 Income, 1968-1970 (2ff)
- J15.2 Contributions, 1968-1970 (1ff)
- J15.4 Exempt Income, 1970 (1ff)
- J15.65 Homeowner Property Exemption, 1968-1970 (2ff)
- J16 AID Payments, 1970-1971 (5ff)
- J17 Appeals and Complaints, 1968-1972 (1ff)
- J18 Guardian and Conservatorship, 1968-1970 (1ff)
- J19 Indians, 1968-1970 (1ff)
- J22.1 General Relief, 1968-1970 (1ff)
- JJ22.2 Surplus Commodity Distribution, 1968-1970 (1ff)
- J22.5 Cuban Refugee and Repatriate Program, 1968-1972 (1ff)
- K1 Medical Care, 1969-1971 (2ff)
- L1 Foodstamps, 1968-1971 (1ff)

- L2 Foodstamps, 1970 (1ff)
- L6 Foodstamps, 1968-1971 (1ff)
- L7 Foodstamps, 1970 (1ff)
- L9 Foodstamps, 1970 (2ff)
- L11 Issuance of Sale Coupons, 1968-1970 (1ff)
- M1 Interim Plans for transfer to Social Services, 1968-1971 (1ff)
- M1.11 County Plans, 1968-1971 (4ff)
- M1.23 School Lunch Program, 1969-1971 (1ff)
- M1.36 Purchase of Services, 1968-1971 (1ff)
- M3 Care, Services and Personal Services, 1971 (1ff)
- M3.11 Attendant Care and Homemaker Services, 1968-1971 (9ff)
- M3.2 Out of Home Care, Survey, 1968-1972 (3ff)
- M3.23 Day Care, 1968-1971 (3ff)
- M3.25 Intermediate Care, 1969-1971 (4ff)
- M5.33 Preschool Budget and Finances, 1968-1971 (4ff)
- M5.4 Work Incentive Program, 1968-1971 (1ff)
- M8 Legal Services, 1968 (1ff)

Fiscal Division

With the creation of the federal Social Security Act of 1935, California's social welfare programs underwent significant changes. As a result of this and in order to create a uniform system of accounting to handle federal estate payments to counties, a Division of Account and Audits was created in 1937. In 1938, a Division of Financial Administration was created to handle all fiscal matters of the DSW. The Division's responsibilities included accounting and auditing of state and federal funds available for public assistance programs, internal budgeting control and accounting, preparation of fiscal reports to the federal Social Security Board, and other business-related activities such as: mail room; supplies; stenography; and messenger service. The business services were taken over by an office manager in 1942. The Division of Financial Administration was abolished in 1946. It was succeeded by the Division of Administrative Services which took over all auditing, accounting, budgeting, and office manager functions as well as the Division of Research and Statistics. In 1950 the Division of Administrative Services was replaced by the Financial Division. In 1953, as a result of legislative committee recommendation, the Division added the bureaus of Training, Management Analysis, and Personnel and changed names back to the Division of Administrative Services.

In 1960, the Fiscal Division was formed. It contained the bureaus of Fiscal Services, Field Audits, Administrative Accounting, and Office Services. In 1967, the Fiscal Division contained the Bureaus of Administrative Accounting, County Fiscal Affairs, Field Audits, Business Services, and Budget Analysis. Between 1969 and 1970, the County Fiscal Affairs Bureau was moved to the Field Services Division. Further reorganization of the DSW added multiple branches and bureaus to the Fiscal Division in 1972. The Division then contained the Payment Systems Branch, Budget and Controls

Branch, and Program Assessment Branch. Under these branches were the Children and Family Systems Management Bureau, Field Fiscal Planning Bureau, County Cost Plans Unit, Adult Systems Management Bureau, Nutrition Systems Management Bureau, Contracts Administration Bureau, Accounting Bureau, Budgets Bureau, Estimates Bureau, and Field Fiscal Operations Bureau.

1. Activity Reports. 1960-1967. 5 file folders. R350.084. Box 123, folders 11-15.

Arranged chronologically by month.

Activity report files are the activity reports of the Fiscal Officer, Bureau of Office Services, Bureau of Field Audits, Bureau of Fiscal Services, and Bureau of Administrative Accounting.

County Fiscal Affairs Bureau

The County Fiscal Affairs Bureau was created in 1967 under the Fiscal Division. Reorganization between 1969 and 1970 moved the County Fiscal Affairs Bureau and the Field Audits Bureau under the newly created Field Services Division. By 1972 the County Fiscal Affairs Bureau was replaced with a number of new offices including the County Training Bureau under the Administrative Services Division and the County Cost Plans Unit under the Fiscal Division.

1. Coded Files. 1963-1970. 18 file folders. R350.085. Box 123, folder 16 – Box 124, folder 4.

Arranged by the Department of Social Welfare alpha-numeric coding system.

Coded Files from the County Fiscal Affairs Bureau contain correspondence, reports, studies, manuals, and minutes. Some of the coded files of note are: B5.1, Fiscal Administrative Procedural Manual (1965); L1, California State plan of operation Food Stamp Program; and L1, Food Stamp Manual.

See below for a complete list of Coded Files.

B5.1 Manuals and Handbooks, 1965 (1ff)
J1.5 Aid to Families with Dependent Children, 1963-1969 (2ff)
J1.6 AFDC in Foster Care, 1968-1970 (1ff)
J1.7 Aid to Disabled, 1966-1968 (1ff)
J1.8 Aid to Victims of Crimes of Violence, 1965-1967 (1ff)
J16.8 Overpayments, 1966-1968 (1ff)
J16.84 Repayment and Collections, 1964-1968 (1ff)
J22.4 Cuban Refugee Program, 1964-1968 (1ff)
L1 Food Stamp Program, 1963-1968 (1ff)
L1 California State Plan of Operations Food Stamp Program, 1965 (1ff)
L1 California SDSW Food Stamp Manual, 1965 (1ff)

M1.3 Farm Labor, 1965-1968 (1ff)
M3.23 Day Care, 1963-1970 (2ff)
M3.5 Services to the Mentally Handicapped, 1967 (1ff)
M5.1 Community Work and Training, 1964-1968 (1ff)
M5.4 Work Incentive Program [WIN], 1968-1969 (1ff)

Program Assessment Branch

In 1960, the Program Development Office was created. It contained the Division of Child Welfare, Division of Social Security, Division for the Blind, and a Division of Medical Care. It was replaced with the Program Services Branch in 1969. The Program Services Branch contained the Social Services Division, Division for the Blind, Emergency Welfare Services, Training Bureau, and Income Maintenance Division. In 1972, Departmental reorganization disbanded the Program Services Branch and the new Program Assessment Branch was formed under the Fiscal Division. Many of the bureaus and divisions of the Program Services Branch were moved throughout the department. The Program Assessment Branch created reports and recommendations for improving efficiency and costs. The Branch remained under the Fiscal Division until the DSW was disbanded in 1974. In 1974, duties of the branch were moved to the Department of Benefit Payments.

1. B20 Quality Control Files. 1966-1971. 8 file folders. R350.086. Box 124, folders 5-12.

Arranged with General Files, followed by Food Stamp Program Files and Medi-Cal Files.

Code B20 Quality Control Files contain correspondence, statistical charts, and reports. The files contain information related to improving the Department of Social Welfare's efficiency especially in the area of cost analysis. The various letters and reports compare staff needs and requirements with what is available. Essentially, these files are an evaluation of the department.

2. B20.4 County Quality Control File. 1969. 1 file folder. R350.087. Box 124, folder 13.

Series contains single file folder.

Code B20.4 County Quality Control File contains correspondence for Los Angeles County on Eligibility Control. The correspondence contain information on the staff requirements for the eligibility control investigation and supervisor and explain how the county will analyze departmental problems as well as made areas and recommendation for corrective action.

3. Subject Files. 1970-1972. 13 file folders. R350.088. Box 124, folders 14-26.

Arranged alphabetically by subject and then chronologically by date.

Subject Files contain forms, letters, reports and various documents related to the assessment of the payments operations of the Aid to Families with Dependent Children (AFDC) program. Topics include: AFDC Budget and Payment Method, 1968-1974 (5ff); Aging on Welfare, 1968-1973 (1ff); Contra Costa Social Resource Planning, 1968-1969 (1ff); Community Emergency Centers Working Drafts, 1971 (1ff); Correspondence, 1972 (2ff); Model Cities Program, 1969-1972 (1ff); Work Motivation, 1969-1971 (1ff); and Vendor Payments for Attendant Care Services, 1972 (1ff).

4. Mexican American Project Files. 1966-1973, bulk 1970-1972. 64 file folders. R350.089. Box 125, folder 1 – Box 126, folder 15.

Arranged alphabetically by topic.

The Medical Family and Child Welfare Training Program File is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because it contains personal information.

The Mexican American Project was created to promote and address the needs of Mexican Americans in California. The files cover a wide array of issues from cultural norms of the population, to legislation that would promote bilingual aptitude among state service, to employment statistics and figures of the Mexican American population in California. Of particular note, the file folder, *Newspaper Lists*, contains a copy of the November 1, 1969 *El Malcriado* newspaper which was a bimonthly newsletter publication by the United Farm Workers that detailed strike activities primarily from 1966 to 1970. Additionally, the file folder, *Publications*, contains a United Farm Workers Calendar from 1970.

See below for a complete list of **Project Topics**.

Affirmative Action, 1970-1972 (1ff)
American Indians, 1971 (1ff)
Anglo-Spanish Cultural Differences, No Date (1ff)
Atlantis Productions, No Date (1ff)
Audit Procedures, 1971-1972 (1ff)
Books, Bibliographies, etc., 1971 (1ff)
Cabinet Committee on Opportunity for the Spanish Speaking, 1970-1972 (1ff)
California Advisory Committee to the U.S. Commission on Civil Rights, 1970 (1ff)
California Statistics, 1971-1972 (1ff)
California's Proposal, 1971 (1ff)
Career Opportunities Development, 1968-1972 (1ff)
Catholic Charities, 1971 (1ff)
Center for Communication Research, 1970-1972 (1ff)
Chicano Federation, 1972 (1ff)
Claims, 1972 (1ff)
Community, 1969-1972 (1ff)

Communications, 1970-1972 (1ff)
 Contract, 1972 (1ff)
 Correspondence [U.S. Catholic Conference], 1968-1971 (1ff)
 Correspondence [General], 1972-1973 (2ff)
 County Correspondence, 1970-1972 (1ff)
 Contra Costa County, 1972 (1ff)
 Demonstration Proposal Project #534, 1970-1972 (1ff)
 Differential Pay for Employees Having Bilingual Skills, 1970 (1ff)
 Education, 1971-1972 (1ff)
 El Centro Advisory Committee, 1971-1972 (1ff)
 Employee Evaluation and Development Forms, No Date (1ff)
 Enchilada Test, No Date (1ff)
 Eric/Cress Publications, 1966 (1ff)
 Ethnic Census of State Government, 1970 (1ff)
 Ethnic Survey County Welfare Departments, 1970-1971 (1ff)
 Expenditures, 1971-1972 (1ff)
 Federal Service Examination, 1971 (1ff)
 Films, 1972 (1ff)
 General Correspondence, 1970-1971 (1ff)
 Instituto Educational, 1972 (1ff)
 Interstate and International Relationships, 1970-1971 (1ff)
 Interstate Research Associates, 1970-1971 (1ff)
 Jobs for Progress, Inc., 1970-1972 (1ff)
 Legislative Correspondence, 1971-1973 (2ff)
 Lincoln Heights Proposal, 1971 (1ff)
 Local Minority Hiring Plans and Agreements, 1970 (1ff)
 Los Angeles [Statistics: 1960-1965], 1972 (1ff)
 Medical Family and Child Welfare Training Program, 1972 **[RESTRICTED]** (1ff)
 Meetings A-Z, 1970-1971 (1ff)
 Mexican American Correctional Association, 1970 (1ff)
 Mexican American Education Project, 1970 (1ff)
 Mexican American Legal Defense, 1971 (1ff)
 Mexican American Manpower Development Association, 1970-1972 (1ff)
 Mexican Translations, 1972 (1ff)
 Minutes of Meetings with U.S. Catholics Conference, 1968-1969 (1ff)
 Monthly Reports, 1970-1972 (2ff)
 Newspaper Lists, 1968-1972 (1ff)
 Organizations, 1970-1971 (1ff)
 Personnel, 1970-1972 (1ff)
 Progress Report, 1970 (1ff)
 Publications, 1970-1971 (1ff)
 United Council of Spanish Speaking Organization, 1971-1972 (1ff)
 Working Papers for Audit, 1971-1972 (2ff)
 Workshops, 1970-1971 (1ff)

5. Project Files. 1967-1973. 48 file folders and one 16mm color sound film. R350.090. Box 126, folder 16 – Box 128, folder 10.

Arranged numerically by project number.

Project Files contain forms, letters, reports and publications related to specific projects undertaken by the Programs Assessment Branch. Two projects of note include low income homeownership programs (Project #605) and Housing projects (Project #340 A). Most of the projects involved housing.

Project Number	Date
323 A (2ff)	1967-1972
323 B (2ff)	1966-1968
332 A (1ff)	1967-1969
334 Homecare Services (1ff)	1967-1970
334 A (2ff)	1968-1970
334 B (1ff)	1968-1970
334 C (1ff)	1967-1970
336 (4ff)	1967-1971
337 (1ff)	1968-1971
339 (1ff)	1968-1971
340 A (1ff)	1968-1970
340 B (1ff)	1968-1970
347 (1ff)	1968-1971
353 (4ff)	1969-1971
353 [Kern County] (1ff)	1970-1971
353 [Los Angeles County] (1ff)	1970-1971
353 [San Diego] (1ff)	1969-1971
373 (1ff)	1970-1971
385 (1ff)	1971-1972
388 A Summer Employment of Youth from Disadvantaged Areas for the City of Sacramento (1ff)	1967
392 Sacramento Emergency Center Proposal (2ff)	1971-1972
393 (1ff)	1971-1972
394 Social Work Staff Development (2ff)	1967-1969
396 Effectiveness of Public Housing Services to Low Income Aged, Blind, and Disabled (1ff)	1971-1973
400 (1ff)	1971
410 (3ff)	1968-1970
537 (2ff)	1971
553 (2ff)	1968-1972
554 (1ff)	1969-1970
586 (Contains a 16mm color sound film about Health Outreach Project in Richmond, Virginia (2ff)	1970-1973
605 (2ff)	1970-1972

Payment Systems Branch

In 1969, the Program Services Branch was created. In 1972, it became the Payment Systems Branch under the Fiscal Division. The Payment Systems Branch was responsible for managing the Department's financial matters. It consisted of the Children and Family Systems Management Bureau, Field Fiscal Planning Bureau, County Cost Plans Unit, Adult Systems Management Bureau, Nutrition Systems Management Bureau, and Contracts Administration Bureau.

1. Coded Files. 1953-1971, bulk 1968-1970. 14 file folders. R350.091. Box 128, folders 11-24.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder.

Coded Files contain forms, letters, and reports of various topics related to income and maintenance for the Department of Social Welfare. Some topics of note include: civil suit or criminal prosecution from fraud; Medi-Cal eligibility; food stamp programs by county; attendant care and homemaker services; children centers regarding day care; services to the mentally handicapped; and volunteers.

See below for a complete list of Coded Files.

J16.841 O.A.S.D.I. Fraud [Civil Suit or Criminal Prosecution], 1953-1970 (1ff)
J16.91 Medi-Cal Eligibility [Mentally Ill, TB Public or Private Hospitals], 1969 (1ff)
J16.91 Aid and Medical Assistance to Persons in State Hospitals and Institutions 1969 (1ff)
K1 Fiscal Year [General Medical Care], 1968-1970 (2ff)
L1 Food Stamp Programs by County, 1969 (1ff)
M1.11 County Plans [Interim Plans for Social Services], 1968-1969 (1ff)
M1.34 Standards, 1968 (1ff)
M3.11 Attendant Care and Homemaker Services, 1968-1970 (1ff)
M3.23 Day Care [Children's Centers], 1968-1971 (1ff)
M3.5 Services to the Mentally Handicapped, 1969 (1ff)
M5.4 Work Incentive Program Special Works Project, 1968-1969 (1ff)
M10 Volunteers, 1968 (1ff)
M12 Service Centers, 1968 (1ff)

Program Services Branch

The Program Development Office was formed in 1960 and included the Divisions of Child Welfare, Social Security, Blind, and Medical Care. In addition, the Office had a

dental consultant, pharmaceutical consultant, and Case Management Program. In 1963, the Office contained the Divisions of Services to the Aged, Blind, and Medical Care along with a dental and pharmaceutical consultant, welfare services analysis, and welfare projects supervisor. More changes occurred in 1967 when the office contained the Divisions of Family and Children, Adult Services, Blind, and Protective Social Services as well as a medical and ophthalmologist consultant.

In 1969, the Program Development Office became the Program Services Branch. Directly under the Program Services Branch was the Social Services Division, Division for the Blind, Income Maintenance Division, Emergency Welfare Services Office, and Training Bureau. Major reforms took place to the DSW in 1972 and the Program Services Branch was disbanded. Responsibilities of the branch were moved throughout the department.

These divisions below were placed under the Program Services Branch because they all were under the branch or its predecessor, the Program Development Office, at various times. However, due to the constant reorganization of the DSW, the records for each division may predate or postdate the Program Services Branch and follow more closely with each division's history.

Division for the Blind

The Division of Aid to Needy Blind was first created under the Department of Social Welfare in 1929. Minor name changes occurred during the 1930s including the creation of the Division for Aid to Needy Blind and Division for the Blind. In 1940, the Division of Aid to Needy Blind was reduced to bureau status under the newly created Division of Public Assistance. It remained a bureau under this division throughout most of the 1940s. Between 1946 and 1950 it became a division again. In 1960, the Division for the Blind was placed under the newly established Program Development Office. The division remained under the Program Development Office until 1969 when the office became the Program Services Branch. In 1972, the Program Services Branch was disbanded and the Division for the Blind was placed under the Deputy Director of Operations.

Primary duties were to define blindness, determine aid amounts, prevention of blindness, and conduct studies on blindness. There were three division/bureau chiefs during the life of the division for the blind: Mrs. E. Clair Overholtzer, 1929-1939; Perry Sundquist, 1941-1967; and Nick Groesbeck, 1969-1974. Issue Memo 73-18 in 1973 transferred the Division for the Blind to the State Department of Public Health.

1. Coded Files. 1930-1973. 107 file folders. R350.092. Box 128, folder 25 – Box 133, folder 19.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder.

Coded Files vary widely on topic and detail. File folders include letters received, copies of letters sent, memoranda, agenda, minutes, reports, studies, surveys, publications and related records covering blind assistance programs.

See below for specific descriptions of Coded Files.

- (1) A2 Legislation. 1954-1956, 1960-1964. 1ff. File includes or relates to statements and other information prepared for Congressional and State Legislative hearings.
- (2) A5 Relationships with Other Agencies. 1929-1952. 2ff. Files include or relate to cooperation with the Bureau of Vocational Rehabilitation, Department of Education, in development of training and placement programs for the blind. Included are scattered examples of individual case files.
- (3) A5.1 Interdepartmental Relationships. 1950-1962. 2ff. Files include a Memorandum of Agreement between the Division for the Blind and the Prevention of Blindness Project.
- (4) A5.2 Federal-State Relationships. 1952-1962. 3ff. Files include correspondence between the state Department of Social Welfare and the federal Department of Health, Education, and Welfare.
- (5) A5.3 County Relationships. No Date. 2ff. Files include correspondence between the main branch of the Bureau for the Blind and the county representatives.
- (6) A5.5 Associations and Agencies. 1933-1972. 8ff. Files include correspondence between the Division for the Blind and individuals from various workshops, associations, or other agencies.
- (7) A6 Public Relations. 1951-1952. 1ff. File contains background information on county APSB and prevention of blindness programs to promote better understanding by the public of the county welfare department's activities. Efforts in a number of counties are documented.
- (8) B2 History. 1955-1959. 1ff. File contains administration functions as well as history on the department.
- (9) B5 Administrative Releases. 1950. 1ff. "Handbook for Aid to Needy Blind... Prevention of Blindness".
- (10) B5.6 Publications. 1952-1969. 3ff. Files contain various publications on annual reports, history, and programs for the blind.
- (11) B7 Committees. 1938-1971. 35ff. Records of the activities and quarterly meetings of committees on the State Services for the Blind with respect to the development of policy and procedural recommendations and coordination of activities

among participating agencies. Various committees and agendas include advisory committee on ophthalmologists, budgets, diseases of the eye, policy, and procedures.

(12) B9 Expansion. 1959-1963. 1ff. File looks at work improvement project suggestions.

(13) B13 Forms. 1970-1972. 1ff. File contains correspondence about specific questions that should be asked in different forms. In particular, forms related to eye examinations.

(14) B18 Reviews and Studies. 1942-1973. 17ff. Files include time lapse study in connection with the processing of eye examination reports, adequacy of grants, causes of blindness, fraud, and prevention of blindness.

(15) B18.5 Reviews and Studies. 1964. 1ff. File contains monthly statistical reports.

(16) C1 Personnel, General. 1936-1957. 1ff. File contains information on functions and job standings.

(17) D6 Scheduled Training Sessions. 1961-1962. 1ff. Proceedings of seminars and workshops relating to services and assistance for the blind.

(18) E14.1 Federal Funds. 1958-1959. 1ff. File includes federal participation in payments.

(19) J1 Public Assistance, General. 1957-1958. 1ff. File contains a general policy and procedure, application process, eligibility process, and information on investigation and reinvestigations.

(20) J1.2 Policy Reappointment of Physicians. 1940-1949. 1ff. File contains policies on appointments of physicians.

(21) J1.3 Expansion. 1949-1956. 2ff. Files include expansion of public assistance programs.

(22) J2 Application Process. 1935-1957. 2ff. Files include reports and studies looking into the application process for public assistance.

(23) J6 Physical and Mental Impairment. 1930-1949. 2ff. Files include reports and correspondence on the definition of blindness.

(24) J6.1 Physical and Mental Impairment. 1951-1959. 1ff. File contains reports on eye exams.

(25) J9 Self Maintenance. 1958-1960. 1ff. File relates to employment for blind.

- (26) J11 Residence. 1958-1961. 1ff. File looks at minor residence, living with possible relatives, and conditions in public institutions.
- (27) J13 Needs. 1961. 1ff. Includes information on needs related to budget expenses.
- (28) J15 Income. 1958-1961. 1ff. Included are the various ways the recipients receive income. Some examples are spouse's income, volunteer income, and disability insurance.
- (29) J16 Aid Payments. 1957-1960. 1ff. Includes correspondence on the amount of money granted to individuals.
- (30) J17 Appeals and Complaints. 1958-1961. 1ff. Contains correspondence on appeals and complaints. File shows the problems which exists in appeals.
- (31) K1 Medical Care, General. 1958-1965. 2ff. Includes information on extending medical assistance to the needy, amount of medical assistance, and type of medical assistance.
- (32) K1.1 Medical and Drug Fees, Reimbursement for Services. 1958-1966. 1ff. Includes information on fees related to prevention of blindness for medical and drug services.
- (33) K2 Medical and Drug Bills, Payments and Related Documents. 1962-1968. 1ff. Looks at medical and drug-related bills and payments.
- (34) K3 Medical Services and Facilities. 1958-1967. 2ff. Looks at fees from medical services and facilities related to prevention of blindness.
- (35) K4 Venereal Disease. 1962-1966. 2ff. Looks at examinations and treatments related to venereal disease.
- (36) K5 Prepaid Medical, Drugs or Hospital Care. 1958-1960. 1ff. Includes procedures on prepaying for hospital care.
- (37) M1.3-M5 Services in Public Welfare. 1958-1959. 1ff. Examples of studies and reports concerning housekeeping, nursing and other services for the blind.

2. Employment of the Blind Files. 1936-1947. 2 file folders. R350.093. Box 133, folders 20-21.

Arranged chronologically by date.

Employment of the Blind Files contain letters received, copies of letters sent, memoranda, minutes, meeting files, proceedings, reports, and related records concerning employment opportunities and placement under the APSB program. Files include

information on eligibility requirements, reports of job opportunities and job placements for the blind, employment in private industry and in war industries, and assistance to individuals.

3. Prevention of Blindness Program Files. 1942-1971. 4 file folders. R350.094. Box 133, folder 22 – Box 134, folder 2.

Arranged chronologically by date.

File 3 (Box 134, folder 1) is RESTRICTED under Government Code section 7927.7 (formerly Gov. Code section 6254(c)) because it contains private medical information.

Prevention of Blindness Program Files contain letters received, copies of letters sent, memoranda, reports and related records concerning treatment and/or operations to prevent blindness to recipients of aid to the blind. Files include or relate to eligibility standards; hospitalization costs; preventative education programs; monthly program, caseload, expenditure and activity reports; program history "Fifteen Years of the Prevention of Blindness Program, July 1945 to July 1960;" and examples of case histories and physician's reports of eye examination, 1949-1959.

4. Subject Files. 1931-1972. 18 file folders. R350.095. Box 134, folders 3-20.

Arranged alphabetically by subject topic.

Subject Files include a variety of topics from definition of blindness to speeches to welfare reform. The history files which contain the division history may be of particular importance to researchers trying to understand the formation of the Division/Bureau for the Blind.

See below for a full listing of topics.

Alameda County Placement Project, 1967 (1ff)
Definition of Blindness, 1939-1957 (1ff)
Fourth Statewide Seminar on Service to the Blind, 1962 (1ff)
Division History, 1937-1940 (3ff)
History, 50th Anniversary, 1931-1965 (1ff)
Issue Memo 73-18, 1973 (1ff)
Jacobus TenBroek, 1952-1968 (3ff)
Placement Project – Alameda, 1968 (1ff)
Policy and Procedure, Income, 1939-1957 (1ff)
Policy and Procedure, APSB, 1940-1957 (2ff)
Policy and Procedure, Blind, 1962-1965 (1ff)
Speeches, 1944-1957 (1ff)
Welfare Reform, 1972 (1ff)
William A Pettit, SR. M.D., History of, No Date (1ff)

5. Study Files. 1938-1970. 20 file folders. R350.096. Box 134, folder 21 – Box 135, folder 16.

Arranged alphabetically by study topic.

The Neuropsychiatric Study is RESTRICTED under Government Code section 7927.7 (formerly Gov. Code section 6254(c)) because it contains private medical information.

Study Files include reports, studies, and correspondence on various topics. Topics included in Study Files are: Causes of Blindness; Experimental Study of Overpayments; Los Angeles APSB Report; Prevention of Blindness; and Rehab and OAS Health Evaluation.

See below for a full list of study topics.

239 Study, 1958-1959 (1ff)
Adequacy of the Grant, Aid to the Blind, No Date (1ff)
Causes of Blindness, 1939-1970 (4ff)
Causes of Blindness – Tables, 1945 (1ff)
Coordination Committee on Programs for the Blind, 1960-1962 (1ff)
Experimental Study of Overpayments, 1955-1957 (1ff)
Fifteen Years of Prevention, 1945-1960 (1ff)
Los Angeles APSB Report, 1958-1960 (1ff)
Neuropsychiatric Study [RESTRICTED], 1960 (1ff)
Rehab and OAS Health Evaluation, 1960-1961 (1ff)
Prevention of Blindness, 1945-1953(3ff)
State Services for the Blind and Proposed Legislation, 1958 (1ff)
Six Years of War against Blindness in Los Angeles County, 1945-1950 (1ff)
Time Lapse Study, 1956-1961 (1ff)

6. Legislative Files. 1955-1968. 14 file folders. R350.097. Box 135, folder 17 – Box 136, folder 3.

Arranged chronologically by year and then alphabetically by legislative body.

Legislation Files contain correspondence, reports, and related material of bills affecting Social Welfare and the Division for the Blind. Files include: 1955-1957 (1ff); 1963 State Assembly (3ff); 1964-1965 Federal Legislation (1ff); 1965 Correspondence (1ff); 1965 State Assembly and Senate (1ff); 1965 State Assembly Bills (1ff); 1965 State Senate Bills (1ff); 1967 State Assembly Bills (2ff); 1967 State Senate Bills (1ff); 1968 State Assembly Bills (1ff); 1968 State Senate Bills (1ff).

7. Golden Gate International Exposition Conference File. 1938. 1 file folder. R350.098. Box 136, folder 4.

File contains single folder.

The Golden Gate International Exposition File contains letters, pamphlets, and reports relating to the exposition and a booth for Aid to Needy Blind at the exposition. Also included in the file is a history of the blind division from the State Department of Social Welfare and one Pavelle Color Print on Ansco Printon photograph showing a model demonstration of the exposition.

Income Maintenance Division

The Income Maintenance Division of the Department of Social Welfare was created in 1969 under the newly formed Program Services Branch. Bureaus under the Income Maintenance Division included the Food Stamp Program, Medical Assistance Bureau, Aid to Families with Dependent Children Bureau, and the Aged and Disabled Bureau. The Income Maintenance Division lasted until 1972 when the Department went through major organizational changes. Responsibilities of the Income Maintenance Division were taken over by the Payment Operation Division under the Payment Systems Branch.

1. Coded Files. 1962-1973. 41 file folders. R350.099. Box 136, folder 5 – Box 137, folder 10.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder.

Coded Files include meeting minutes, reports, studies, letters, memoranda, public hearings, regulations, and schedules. Some coded files of note include: A5.3 Social Services in the Adult Programs, which explains all social services in public welfare and how these services are administered; B7 Public Hearings on Illegitimacy; B7 Food Stamp Task Force; B7 Disability Determination Task Force; and B18 Adoption and Foster Care Study.

Also of note in the Income Maintenance Division are 17 file folders with the code, J22.3 Food Stamp Program. These file folders are organized with general topics first followed by specific topics. The general folders are organized chronologically by year and contain material on the purpose of the program, letters, key features, eligibility, and statistical numbers. More specific topics for the Food Stamp Program include: the Plan of Operation, which contains records on fiscal options, statistical reporting, eligibility, coupons, and insurance; Banks, including a discussion of banks termination of participation in the program; and Study, which looks at regulations, distribution, needs, and a comparison of new and old regulations.

See below for a complete list of Coded Files.

A5.3 Social Services in the Adult Programs, 1968 (1ff)

- A5.3 County Relationships General, 1970-1971 (1ff)
- A5.3 County Relationships Alameda-Lassen, 1968-1971 (1ff)
- A5.3 County Relationships Los Angeles, 1969-1971 (2ff)
- A5.3 County Relationships Madera-San Diego, 1969-1971 (1ff)
- A5.3 County Relationships San Francisco, 1970-1971 (1ff)
- A5.5 Citizen Participation and Social Services, 1970 (1ff)
- A5.5 Study of WIN Dropouts, 1970 (1ff)
- B7 Federal Meetings and Minutes, 1968-1969 (1ff)
- B7 Task Forces A-Z, 1968-1971 (1ff)
- B7 Task Forces Medical Care, 1964-1969 (1ff)
- B7 Task Forces Regulations, 1970 (1ff)
- B7 Disability Determination Task Force, 1973 (1ff)
- B7 Food Stamp Task Force, 1973 (1ff)
- B7 Public Hearings on Illegitimacy, 1972 (1ff)
- B18 Adoption and Foster Care Study, 1973 (1ff)
- B18 Relationships between Welfare and Law Enforcement, 1962 (1ff)
- B18 Social Workers' Studies, 1966-1968 (1ff)
- J22.3 Food Stamp Program General, 1962-1968 (6ff)
- J22.3 Food Stamp Program Plan of Operation, 1962-1966 (3ff)
- J22.3 Food Stamp Program Banks, 1963-1969 (1ff)
- J22.3 Food Stamp Program College Students, 1963-1968 (1ff)
- J22.3 Food Stamp Program Expansion, 1964-1965 (1ff)
- J22.3 Food Stamp Program Counties, General, 1964-1969 (3ff)
- J22.3 Food Stamp Program Study, 1963-1969 (2ff)
- K6 Medical Drugs, 1962-1965 (1ff)
- K6 Medical Drug Formulary, 1962-1966 (1ff)
- K6 Drug Abuse, 1962-1965 (1ff)
- K6 Drug Abuse Individual Pharmacies, 1962-1964 (1ff)
- K6 Drug Audits, 1962-1965 (1ff)

Family and Children Division

In 1962, the Division of Child Welfare was renamed the Family and Children Division under the Program Development Office. The Division contained the Adoptions and Licensing Bureau and the Family Services Bureau. In 1967, the Division added the Work Experience and Training Bureau. In 1969, when the Program Development Office became the Program Services Branch the Family and Children Division was renamed the Social Services Division. Under the Social Services Division were the Adoptions and Foster Care Bureau, Adult Services Bureau, and Family Services Bureau. Further departmental reorganization in 1972 moved the Social Services Division under the Deputy Director of Operations. At this time the Division contained the Adoptions Branch, Protective Supportive Branch, and Emergency Welfare Services Branch.

1. Coded Files. 1962-1968. 28 file folders. R350.100. Box 137, folder 11 – Box 138, folder 10.

Arranged alphabetically by county thereunder.

Coded Files all relate to Codes M5 or M5.11 and contain correspondence, reports, proposals, and evaluations. Coded files look at county work and training programs. Some files contain proposals from related associations that deal with social services. Included in these proposals are suggested field tests, evaluations, and basic education systems. Also included in the beginning is a file concerning Title V, EOA Funds.

2. Project Files. 1961-1968. 28 file folders. R350.101. Box 138, folder 14 – Box 139, folder 12.

Arranged numerically by project number.

Project Files include correspondence, applications, and project notes created by the department with varying topics and interest. Some topics of interests include: Senior Citizens Village; Pilot Program for Mentally Handicapped Employable Persons; Welfare Services to Poverty Stricken Areas; and Protective Services for Children of Incarcerated Women.

See the table below for a complete list of Project Files.

Project #	Description	County/Place	Date
49	Homemaker Service Within BPA	Los Angeles	1961-1965
79	Counseling Older Children in AFDC	Los Angeles	1962-1966
85	Retraining and Re-Employment	Sonoma	1962-1965
90	Vocational Services Demonstration	San Mateo	1962-1968
110	Improve Administration of ANC	El Dorado	1962
134	Hobby Advisors	Alameda	1962-1964
153	Services to Adult Recipients of Public Assistance	San Diego	1963-1965
156	Community Services Coordination for the Aging	San Francisco	1962-1965
161	Child Care	Fresno	1963-1965
164	Senior Citizens Village	Fresno	1962-1966
166	Child Care Center for Severely Physically and Mentally Handicapped	Bay Area	1962-1965
174	Demonstration	Los Angeles	1964-1967
182	Pilot Program for Mentally Handicapped Employable Persons	Redding	1963-1965
186	Vocational Counseling	San Francisco	1964-1965
190	Vocational Services	Santa Cruz	1963-1965
198	APWA Project on Aging	San Diego, San Francisco, Stanislaus	1965
200	Protective Services for Children of Incarcerated Women	San Diego	1963-1964
201	Day Care Services	San Mateo	1964-1966

205A	Services to Mentally Impaired Persons	Los Angeles	1964-1967
205B	Services to Mentally Impaired Persons	Napa	1964
205E-J	Services to Mentally Impaired Persons	Ventura, Orange	1964-1968
205L	Services to Mentally Impaired Persons	Alameda	1965-1968
210	Joint Casework and Group Work Services to the Aged	Long Beach	1964-1965
215	Rehabilitative Services for the Blind	Alameda	1964-1968
216	Pilot Project for a Senior Housing Service	Mission Neighborhood	1964-1965
218	Senior Citizen Volunteer Bureau	Sacramento	1964-1965
220	Welfare Services to Poverty Stricken Areas (2ff)	Los Angeles	1964-1968

Work Experience and Training Bureau

The Work Experience and Training Bureau traces its roots to the Office of the Supervisor of Personnel Standards created in 1940. The office became the Division of Personnel and Training in 1942. In 1952 functions of the Division of Personnel and Training were separated and the new Bureau of Training was briefly transferred to the Division of Social Security. In 1954, the Bureau of Training moved to the Division of Administrative Services. While the Bureau of Training and Bureau of Personnel remained, the DSW also created the Work Experience and Training Bureau in 1964, under the Planning and Methods Division. In 1967 the Bureau was placed under the new Family and Children's Division.

1. Coded Files. 1961-1969. 70 file folders. R340.102. Box 139, folder 13 – Box 142, folder 3.

Arranged by Department of Social Welfare's alpha-numeric coding system.

Coded Files included memoranda, charts, forms, letters sent and copies of letters received, and reports. Coded files vary widely on topic and detail. Coded files under the Work Experience and Training Bureau generally refer to Interdepartmental Relationships between various state and federal agencies as well as county projects for federally funded Title V projects under the Social Security Act.

See below for a complete list of Coded Files.

A2 Legislation and Laws [Welfare and Institution Code], 1965-1966 (1ff)
A2.12 State Bills [Social Security Acts and Amendments], 1966 (1ff)
A2.12 State Bills [Federal Vocational Rehabilitation Act], 1965 (1ff)
A2.12 State Bills [Economic Opportunity Amendments], 1966 (1ff)
A2.12 Federal Legislation [Manpower, Development and Training Act], 1966 (1ff)
A2.12 Federal Legislation [Economic Opportunity Act, General], 1964-1965 (1ff)

A5.1 Interdepartmental Relationships [Department of Employment, Railroad Retirement Board], No Date (1ff)

A5.1 Interdepartmental Relationships [Department of Employment], 1963-1967 (2ff)

A5.1 Interdepartmental Relationships [Office of Economic Opportunity], 1964-1966 (1ff)

A5.1 Interdepartmental Relationships [Department of Rehabilitation], 1960-1966 (2ff)

A5.1 Interdepartmental Relationships [State Advisory Commission on Indian Affairs], 1965-1966 (1ff)

A5.1 Interdepartmental Relationships [Coordination of Employment and Social Welfare], 1962-1966 (1ff)

A5.2 Federal-State Relations [Guidelines for Title 5 of Work Experience and Training Program], 1965-1966 (1ff)

A5.2 Federal-State Relations [Health Education and Welfare], 1964-1966 (1ff)

B35 Project Grants [Demonstration Projects], 1964-1968 (2ff)

B35.8 Job Training and Placement Program [General], 1966 (1ff)

B35.8 Job Training and Placement Program [Contracts and Regulations], 1966 (1ff)

E15 Travel Expenses [Request to Attend Conference], 1966-1968 (1ff)

M1.36 Information Services [Purchase of Educational Services], 1963-1965 (2ff)

M1.361 Information Services [Purchase of Educational Services from Private Industry], No Date (1ff)

M3.23 Protective Services [Youth Programs], 1966-1968 (1ff)

M5.1 Community Work and Training, 1963-1966 (2ff)

M5.1 McClellan Air Base, No Date (1ff)

M5.1 Staff Development, No Date (1ff)

M5.1 Evaluation Report, 1965-1968 (1ff)

M5.1 Prospective Title V Projects, 1965-1968 (1ff)

M5.1 Title V Project Correspondence, 1965-1968 (1ff)

M5.1 Title V Sacramento Area Reviews, 1965-1968 (1ff)

M5.1 Los Angeles and San Francisco Area Reviews, 1965-1968 (1ff)

M5.1 Alameda Project, 1965-1968 (1ff)

M5.1 Butte Title V, Correspondence, 1965-1968 (1ff)

M5.11 Title V Project [Fiscal], 1965-1968 (1ff)

M5.11 El Dorado [Project Proposal], 1965-1968 (1ff)

M5.11 El Dorado [Evaluation and Correspondence], 1965-1968 (1ff)

M5.11 Imperial [Project Proposals], 1965-1968 (1ff)

M5.11 Imperial [Final Report], 1966-1967 (1ff)

M5.11 Lake [Correspondence], 1965-1968 (2ff)

M5.11 Lassen [Correspondence and Proposal], 1965-1968 (1ff)

M5.11 Los Angeles Title V Final Report, 1967 (2ff)

M5.11 Los Angeles Evaluations, No Date (2ff)

M5.11 Mendocino Title V Correspondence, No Date (1ff)

M5.11 Mendocino Title V Evaluations, No Date (1ff)

M5.11 Merced Title V Project Proposal, No Date (1ff)

M5.11 Plumas Title V Project Proposals, 1964-1968 (1ff)

M5.11 Sacramento Title V Final Report, No Date (1ff)

M5.11 Sacramento Title V Forms (Blank), No Date (1ff)

M5.11 Sacramento Title V Project Proposals, No Date (2ff)

M5.11 Sacramento Title V Correspondence, 1965-1968 (3ff)
M5.11 Sacramento Title V Fiscal, No Date (1ff)
M5.11 San Francisco Title V Project Proposals for Men, No Date (2ff)
M5.11 San Francisco Title V Project Proposals, No Date (2ff)
M5.11 San Francisco Title V Fiscal, No Date (1ff)
M5.11 San Francisco Title V Correspondence, No Date (3ff)
M5.11 San Francisco Title V Final Report, No Date (1ff)
M5.3 Adult Education, 1961-1965 (1ff)

2. Reports. 1965-1968, bulk 1967. 36 file folders. R350.103. Box 142, folder 4 – Box 143, folder 18.

Arranged alphabetically by county and within county numerically by project number.

The Reports series includes proposals, requests, correspondence between agents of project proposals and the Department of Social Welfare. The majority of records include projects in the Los Angeles County area as well as the San Luis Obispo area. All the projects are funded from federal dollars under the Title V projects. The final two file folders contain Final Project Reports for Los Angeles, San Francisco, Antioch, Placer, Alameda, Contra Costa, San Mateo, Monterey, Long Beach, Mid-Peninsula, and Santa Clara.

See below for a complete list of Reports files.

Los Angeles Title V Correspondence, 1965-1968 (3ff)
Los Angeles #15 Project Proposals, 1967 (2ff)
Los Angeles #15 Correspondence and Private Industry Contracts, 1967 (2ff)
Los Angeles #15 Evaluation Reports, 1967 (1ff)
Los Angeles #15 Fiscal, 1967 (2ff)
Los Angeles #15 Final Report, 1967 (1ff)
Los Angeles #126 Project Proposals, 1967 (3ff)
Los Angeles #126 Correspondence, 1967 (1ff)
Los Angeles #126 Day Care Evaluation, 1967 (1ff)
Los Angeles #126 Fiscal, 1967 (1ff)
Los Angeles #126 Final Report, 1967 (1ff)
Los Angeles #277 Project Proposals, 1967 (2ff)
Los Angeles #277 Correspondence, 1967 (1ff)
Los Angeles #277 General Accounting Office, 1967 (1ff)
Los Angeles #277 Evaluation Reports, 1967 (1ff)
Los Angeles #277 Fiscal, 1967 (1ff)
Los Angeles #388 Correspondence, 1967 (2ff)
Los Angeles #388 Evaluations, 1967 (1ff)
Los Angeles #388 Private Industry Agreements, 1967 (1ff)
Los Angeles #388 Fiscal, 1967 (1ff)
San Luis Obispo #40-1 Project Proposals, 1967 (2ff)
San Luis Obispo #40-1 Correspondence, 1967 (1ff)

San Luis Obispo #40-1 Evaluations, 1967 (1ff)
San Luis Obispo #40-1 Fiscal and Final Report, 1967 (1ff)
Final Reports [#163, 170, 180, 210A, 235, 119, 42, 39], 1967 (1ff)
Final Reports [#48, 221, 232, 233, 241, 94, 115, 126], 1967 (1ff)

Adult Services Division

In 1960, the Office of Program Development assumed responsibility for the Division of Social Security which previously existed as a separate division under the entire department. In 1963, the name was changed to the Aged and Disabled Division, and existed under the Program Development Office. By 1966 the name was changed to Adult Services Division. In 1969, when the Program Development Office became the Program Services Branch the functions of the Adult Services Division were broken up into separate divisions and bureaus under the Program Services Branch. The duties of the Adult Services Division can be traced back to at least 1938 when the duties were under the Division for the Blind and Division of State Aid to the Aged. By 1950 the Division for the Blind and Division of Public Assistance handled the responsibilities for the office.

1. Coded Files. 1957-1974. 273 file folders. R350.104. Box 144, folder 1 – Box 152, folder 28.

Arranged by departmental alpha-numeric coding system, unless otherwise indicated.

File 2 for Code B7 Jerry Casson Chairman and file 2 of Code K3 Mental Hygiene Licenses Facilities files are RESTRICTED under Government Code section 7927.7 (formerly Gov. Code section 6254(c)) because they contain personal medical information.

Files Code J1 Public Assistance Case Correspondence, Code K1 Medical Assistance Cases, and Code K1 Medi-Cal Case Correspondence are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because they contain personal information.

Coded Files vary widely by topic and detail. Some files of note include B7 Special Study Committee Program (Life Care Program) which is valuable in understanding the evolution of the Life Care Program. G7.4 Civil Rights, shows steps the Department of Social Welfare took to enforce nondiscriminatory policies. File J3.1 Discrimination includes a statistical report by California Department of Industrial Relations called, "Negro Californians: Population, Employment, Income, and Education" (1963). File J16.841 Fraud contains statements, policies, testimonies, and letters about welfare raids regarding fraud and discrimination and a Governor's Fact-Finding Conference on Welfare Fraud (1967).

Additional coded files include:

A2.21 Legislators. 1968-1974. 2ff. Files illustrate the collaboration between SDSW and legislators on both the state and national levels regarding such issues as the federal welfare reform measure, HR 1, which offered a nationwide uniform public assistance program under the direction of the federal Social Security Administration pursuant to the passage of enabling legislation by state legislatures; subsidized meals; responsible relatives; special need allowances; incorporation of care; cost-of-living increases; child day care facilities and preschool programs; attendant and homemaker care; and boarding homes for the aged.

A5.2 Federal-State Relations - General. 1967-1972. 1ff. File discusses state compliance with federal requirements in social and rehabilitative services, Medi-Cal, simplified eligibility and separation in ATD disability determination, child support, reinvestigations, IRS clearance, illegal aliens, relocation assistance payments; housing for the aged, lump sum payments to Indians, rental credits, quality control, intermediate care facilities essential persons policy; and home ownership program for low-income families.

A5.2 Federal-State Relations-State Plan. 1967-1972. 1ff. File includes portions of an administrative plan covering state law, organization, policy agency operations, federal law and policy and the addition of new services for families and children, AFDC and CWS programs, under the supervision of the Social Services Division in fulfillment of federal regulations.

A5.3 State-County Relationships. 1968-1971. 1ff. File cites resolutions from county boards of supervisors and grand juries urging prompt processing of assistance applications, modification of existing state welfare regulations regarding vendor payments, limitation of earned income which can be received by a family while remaining eligible for AFDC, equivalent punishment for fraudulent representation to receive assistance as for other thefts as established by the Penal Code, reduction of the county cost burden, reasonable advance notification for submission of written reports; state requests for county compliance with binding statutes and regulations; and Alameda County problems with general assistance and the "street people" of Berkeley.

B6.2 Activity Reports. 1958-1965. 1ff. File summarizes the activities of the OAS Bureau (1958-1961, 1964), the Division of Social Security and its successor agencies: the Aged and Disabled Division and the Division of Adult Services (1960-1965) detailing the work of the divisional chief, legislation, gubernatorial committees, collaboration with counties and other departmental units, and programs; board policy and advisory committees, special projects, policy issues, major "milestones," grants, conferences, appeals, eligibility, caseload management, training, community organization, program development and implementation, attendant care/out-of-home care, adult protective services, mental handicaps, housing, disability determination, standards of assistance, rent schedules, civil rights, licensing, ATD and OAS experiments, repatriate program, money management and fiscal matters, application process, Welfare Study Commission, and guardianship.

B7 Public Hearings. 1968-1969. 2ff. Files concern the development of policy via revision of regulations in the areas of: income protection; eligibility of parolees of mental institutions; out-of-home, homemaker, attendant care and health care services; licensing; aid payments; modification of need standards; and money management.

B18 Studies — Mental Retardation. 1962-1966. 1ff. File concerns the Study Commission on Mental Retardation which was established by the Legislature (Statutes of 1963, Chapter 935) and was directed to study and make recommendations on the planning and implementation of policies, procedures, programs, services and activities pertaining to identification, care, treatment, education and general rehabilitation of mentally retarded persons and research in the field of mental retardation; utilization of the services and facilities available to the State.

F4.6 Cuban Refugee Resettlement Program. 1961-1962. 3ff. Files pertain to the resettlement of approximately 1100 persons in California in response to the large influx of Cuban refugees into the Miami, Florida area. Under direction of the Social Security Administration, the Cuban Refugee Emergency Center in Miami referred cases to the state which processed county expenditures for reimbursement from HEW. Files include statistical reports (citing expenditures and claims) and county case files (arranged alphabetically by family name) authorizing assistance and/or medical care for Los Angeles, San Francisco and Yuba counties.

See below for a complete list of Adult Services Division Coded Files

A2.21 Legislators, 1968-1974 (2ff)

A2.3 Conformity (General), 1961-1966 (1ff)

A5.2 Federal-State Relations General and State Plan, 1968-1971 (1ff)

A5.3 State-County Relationships, 1968-1971 (1ff)

B6.2 Activity Reports, 1958-1965 (1ff)

B7 Advisory Committee on Institutions for the Aged, 1962-1964 (1ff)

B7 ATD Advisory Committee, 1961-1968 (2ff)

B7 Jerry Casson Chairman (**File 2 RESTRICTED**), 1963-1964 (2ff)

B7 Council of SDSW Licensed Homes for the Aged, 1964-1968 (1ff)

B7 Federal Meetings, 1958-1968 (6ff)

B7 Governor's Advisory Committee on Mental Health, 1960-1964 (1ff)

B7 Governor's Coordinating Council on Alcohol Problems, 1965 (1ff)

B7 Governor's Interdepartmental Committee on Problems of the Aging, 1961-1965 (1ff)

B7 Governor's Interstate Conference on Medicaid, 1967 (1ff)

B7 Health Review and Program Council, 1967-1968 (1ff)

B7 Health and Welfare Agency Task Force on Joint Issues of the SDPH, Mental Hygiene, and SDSW, 1960-1962 (1ff)

B7 Interdepartmental Committee on Licensure, 1966-1967 (1ff)

B7 Mental Health Planning Advisory Committee, 1963-1965 (1ff)

B7 Mental Retardation Program and Standards Advisory Board, 1965-1968 (2ff)

B7 OAS Task Force, 1967-1968 (1ff)

B7 OAS Task Force [State-County Subcommittee on Declaration Forms], 1967-1968 (1ff)
 B7 Program and Standards Advisory Board Subcommittee on Guardianship, 1966-1968 (1ff)
 B7 Public Hearings, 1968-1969 (2ff)
 B7 Special Study Committee [Life Care Program], 1965-1967 (1ff)
 B7 Steering Committee on Mental Hygiene Services of the LABPA, 1967 (1ff)
 B7 Study Commission on Mental Retardation, 1963-1965 (1ff)
 B7 Task Force on Social Services, 1965 (1ff)
 B8.3 Case Recording, 1965-1968 (1ff)
 B18 Studies [Mental Retardation], 1962-1966 (1ff)
 E14 Financial Participation, 1966 (1ff)
 E14.11 Grant Approvals, 1967-1968 (1ff)
 E14.12 Federal Participation, 1962-1969 (1ff)
 F2 Protective Services [Neglect – ANC], 1960-1967 (1ff)
 F4.6 Cuban Refugee Resettlement Program, 1961-1962 (3ff)
 G1 Intermediate Care Facilities, 1968 (1ff)
 G1.1 Aged, 1957-1968 (1ff)
 G1.1 Residential Care Homes, 1968 (1ff)
 G1.11 Life Care, 1958-1968 (1ff)
 G3 Accredited and Inspection Agencies, 1963-1968 (1ff)
 G5 Jurisdiction, 1957-1968 (1ff)
 G5 Licensing Jurisdiction [Ventura Townhouse and Monterey Park Lane], 1967-1968 (1ff)
 G5 AI-BHA Licensing and Leave Patient Placements, 1966-1967 (1ff)
 G5 Licensing for Care Facilities [16-65 Age Group], 1965-1968 (1ff)
 G5.6 Dual Licensing, 1963-1966 (1ff)
 G6 Licensing and Inspection Procedure, 1958-1968 (1ff)
 G6 Fee for License, 1961-1967 (1ff)
 G7 Licensing Standards, 1958-1967 (1ff)
 G7 Joint Licensing Service [SDPH, SDMH, SDSW], 1963-1966 (1ff)
 G7 Bond Requirements for Institutions, 1963-1964 (1ff)
 G7.112 Taxes, 1960-1965 (1ff)
 G7.23 Fire Safety, 1960-1968 (1ff)
 G7.4 Discrimination, 1962-1965 (1ff)
 G7.7 Zoning Ordinances, 1962-1968 (1ff)
 H1 Adoptions [General], 1957-1961 (1ff)
 J1 Public Assistance [General], 1959-1968 (1ff)
 J1 Public Assistance Case Correspondence [**RESTRICTED**], 1968-1969 (1ff)
 J1 Public Assistance [Short – Doyle Programs], 1967 (1ff)
 J1.5 Aid to Needy Children, 1961-1966 (1ff)
 J1.6 Aid to Needy Children in Foster Care, 1962-1967 (1ff)
 J1.6 Foster Care – MediCal, 1966-1968 (1ff)
 J1.7 Aid to Disabled, 1962-1968 (1ff)
 J1.8 Aid to Victims of Crimes of Violence, 1965-1967 (1ff)
 J2 Application Process, 1962-1968 (1ff)

J2 Application Process Rule Changes, 1963-1964 (1ff)
 J2 Application Process [OAS Revision], 1966-1968 (1ff)
 J3 Investigation and Reinvestigation, 1958-1966 (1ff)
 J3.1 Discrimination, 1960-1968 (1ff)
 J4 Eligibility Provisions, 1962-1968 (1ff)
 J4 Eligibility MediCal, 1966-1968 (2ff)
 J5 Age, 1966-1968 (1ff)
 J6 Mentally Retarded and Mentally Ill, 1961-1967 (3ff)
 J6 Workshops for Mentally Retarded [SDSW – DVR Agreement], 1962-1968 (1ff)
 J6.2 Disability Determination, 1962-1968 (2ff)
 J6.2 Disability Alcoholism, 1963-1968 (1ff)
 J6.2 Decentralization of Disability Determination, 1964-1967 (1ff)
 J7 Citizenship, 1955-1968 (1ff)
 J8.1 Absent Parents, 1962-1963 (1ff)
 J8.4 Unemployed Parents, 1961-1965 (1ff)
 J9 Self Maintenance, 1958-1963 (1ff)
 J9.23 Community Work Training, 1962-1967 (1ff)
 J9.3 Rehabilitation, 1958-1967 (1ff)
 J10 Responsible Relatives, 1962-1968 (2ff)
 J11 Residence, 1962-1968 (1ff)
 J11 Residence [less than 5 years (AB58 and AB116)], 1963 (1ff)
 J12 Institutional Status, 1958-1968 (1ff)
 J12 Institutional Status [Mental Hygiene Licensed Facilities], 1961-1964 (1ff)
 J12 Institutional Status [Mental Retardation], 1960-1968 (1ff)
 J12.1 Public Institutions, 1958-1968 (1ff)
 J12.11 Federal Medical Institutions, 1959-1967 (1ff)
 J12.11 Public Medical Institutions, 1962-1968 (1ff)
 J12.12 Leave of Absence Patients, 1959-1963 (1ff)
 J12.2 Private Institutions, 1958-1962 (1ff)
 J13 Needs, 1958-1963 (1ff)
 J13.1 Standard of Assistance, 1962-1968 (2ff)
 J13.1 Standard of Assistance [Elderly Couple Budget], 1962-1963 (1ff)
 J13.1 Single Adult Category of Aid, 1967-1968 (2ff)
 J13.1 Minimum Needs of Recipients in Medical Facilities, 1968 (1ff)
 J13.1 Minimum Needs of Recipients in Non-Medical Out-of-Home Care, 1965-1968 (1ff)
 J13.12 Special Needs, 1962-1968 (1ff)
 J13.121 Ceiling Allowances, 1958-1964 (1ff)
 J13.122 Special Diets and Restaurant Meals, 1958-1967 (1ff)
 J13.123 Housing and Utilities, 1962-1968 (4ff)
 J13.123 Shared Housing, 1962-1968 (1ff)
 J13.123 Non-Profit Housing, 1962-1968 (1ff)
 J13.123 Public Housing Rental Schedules, 1963-1966 (1ff)
 J13.123 Public Welfare Housing, 1963-1968 (1ff)
 J13.123 Retirement Housing, 1962-1967 (1ff)
 J13.123 Sub-Standard Housing, 1963-1967 (1ff)

J13.125 Transportation, 1962-1968 (1ff)
 J13.125 Transportation [Medi-Cal], 1966-1968 (1ff)
 J13.126 Attendant Care Services, 1962-1968 (4ff)
 J13.12611 Local Maximum Rates for Out-of-Home Care, 1957-1965 (1ff)
 J13.12611 Rates for Care [Technical Committee on Substitute Homes], 1961-1965 (1ff)
 J14 Property, 1962-1968 (1ff)
 J14 Property [Medi-Cal], 1966 (1ff)
 J14.11 Burial Provisions, 1961-1968 (1ff)
 J14.2 Real Property, 1962-1968 (1ff)
 J14.23 Liens [Medi-Cal], 1966-1967 (1ff)
 J15 Income, 1962-1968 (1ff)
 J15 Income [Medi-Cal], 1966-1968 (1ff)
 J15 relocation Adjustment Payments, 1964-1968 (1ff)
 J15.1 Allotments and Pensions, 1957-1968 (1ff)
 J15.2 Contributions, 1957-1968 (1ff)
 J15.21 Earnings of Minors and Support Payments by Parents, 1956-1957 (1ff)
 J15.22 Contributions from Spouse or Parent, 1958-1965 (1ff)
 J15.24 Contributions – County Supplementation, 1961-1964 (1ff)
 J15.4 Exempt Income – Retroactive OASDI Benefits [HR 6675], 1965 (1ff)
 J15.41 Income [Casual and Inconsequential], 1960-1968 (1ff)
 J15.41 Income [OAA and OASDI], 1965-1968 (1ff)
 J15.52 Old Age Survivors and Disability Insurance, 1962-1968 (1ff)
 J15.6 Property Resources, 1958-1965 (1ff)
 J15.61 Occupancy Value, 1959-1963 (1ff)
 J16.64 Lump Sum Income, 1958-1963 (1ff)
 J15.65 Senior Citizens Property Tax Assistance, 1964-1968 (1ff)
 J15.7 Community Income of Spouse [ATD Attendant Services], 1959-1968 (1ff)
 J16 Aid Payments, 1962-1968 (1ff)
 J16.1 Amount of Aid, 1962-1968 (1ff)
 J16.3 Warrants, 1959-1966 (1ff)
 J16.4 Payee, 1966-1968 (1ff)
 J16.41 Payments of Aid after Death, 1958-1966 (1ff)
 J16.5 Beginning Date of Aid, 1958-1968 (1ff)
 J16.6 County Responsibility for Aid Payment, 1962-1968 (1ff)
 J16.7 Money Payment Principle, 1956-1968 (1ff)
 J16.72 Money Management, 1951, 1962-1968 (1ff)
 J16.72 Protective Payments, 1965-1966 (1ff)
 J16.8 Overpayments and Underpayments, 1963-1967 (1ff)
 J16.8 Overpayments Adjustment Policy, 1967-1968 (1ff)
 J16.81 Adjustments in Grants, 1958-1968 (1ff)
 J16.841 Fraud, 1958-1967 (4ff)
 J16.841 Fraud Specific County Reports, 1962-1963 (2ff)
 J16.9 Vendor Payments to Public Medical Institutions, 1958-1965 (1ff)
 J16.91 Payments to Patients in State Institutions and Hospitals, 1964-1968 (3ff)
 J16.91 Aid and Medi-Cal Payments in State Hospitals under Penal Code, 1966-1968 (1ff)

J16.91 Medi-Cal Payments to Persons in Institutions for Mentally Retarded, 1966-1968 (1ff)

J17 Appeals, 1962-1968 (2ff)

J17 Grievances and Complaints [Medi-Cal], 1966-1967 (1ff)

J18 Guardianship, 1962-1968 (3ff)

J19 Indians, 1958-1968 (1ff)

J22.2 Surplus Commodities, 1958-1962 (1ff)

J22.3 Food Stamp Plan, 1962-1968 (1ff)

K1 Medical Care [General], 1962-1968 (2ff)

K1 Medi-Cal Case Correspondence (**Restricted**), 1966-1968 (1ff)

K1 Medical Assistance Cases (**Restricted**), 1966-1968 (1ff)

K1.1 Fees, Reimbursements, and Services, 1958-1967 (1ff)

K1.1 Fee Schedules, 1966 (1ff)

K1.3 Medical Assistance for the Aged, 1962-1966 (1ff)

K2 Bills, Payments, and Related Documents, 1961-1968 (1ff)

K2.1 Identifications, 1959-1968 (1ff)

K2.2 Payments by Recipients [Share of Cost and Liability], 1966-1968 (1ff)

K2.21 Medical Care Only, 1958-1968 (2ff)

K2.3 Prior Authorization, 1966-1967 (1ff)

K2.4 Abuses of the Medical Care Fund, 1966 (1ff)

K2.5 Medi-Cal Co-Payment, 1967 (1ff)

K3 Facilities and Services, 1962-1967 (1ff)

K3 Mental Hygiene Licenses Facilities [**File 2 RESTRICTED**], 1965-1968 (2ff)

K3.1 Nursing Home Rates, 1959-1967 (1ff)

K3.13 Nursing Home Care for Persons Under 21 Years of Age, 1966-1967 (1ff)

K3.13 Nursing Home Care Federal VA Hospital, 1966-1968 (1ff)

K3.22 Home Health Aide, 1965-1968 (1ff)

K3.5 X-Ray and Laboratory, 1966 (1ff)

K4 Examinations and Treatments, 1962-1967 (1ff)

K4.3 Dental Services, 1966-1967 (1ff)

K4.4 Drug Therapy and Medical Supplies, 1962-1968 (1ff)

K5 Prepaid Medical, Drugs, or Hospital Care [General], 1959-1967 (1ff)

K5 42 Day Provision [Diagnosis of Psychosis and Tuberculosis], 1962-1964 (1ff)

K5.2 Pregnancy, 1957-1967 (1ff)

K5.34 Hearing Aids, 1958-1968 (2ff)

K5.4 Tuberculosis, 1959-1966 (1ff)

K5.6 Prepaid Medical or Hospital Care, 1957-1968 (2ff)

K5.7 Other Coverage, 1967 (1ff)

M1 Services [General], 1958-1968 (1ff)

M1 Interim Plan for Social Services, 1968 (1ff)

M1 Poverty [General], 1963-1968 (1ff)

M1 State Service Centers, 1965-1967 (1ff)

M1.1 Public Welfare Agency, 1957-1963 (1ff)

M1.14 Potential or Former Recipients, 1964-1966 (1ff)

M1.2 Community Resources, 1958-1966 (1ff)

M1.2 Meals-on-Wheels [Santa Cruz County], 1959 (1ff)

M1.3 Services in Public Assistance, 1957-1968 (3ff)
 M1.31 Required and Specified Services, 1965-1968 (1ff)
 M1.32 Optional and Complementary Services, 1963-1966 (1ff)
 M1.321 All Family Option, 1964-1967 (1ff)
 M1.33 Case Classification, 1963-1966 (1ff)
 M1.34 Standards, 1962-1968 (1ff)
 M1.341 Caseloads, 1963-1968 (1ff)
 M1.342 Supervisory Standards, 1964-1968 (1ff)
 M1.343 Intake Standards, 1965-1968 (1ff)
 M1.344 Home Visits, 1967-1968 (1ff)
 M1.345 Social Studies, 1963-1968 (1ff)
 M1.346 Staff Training, 1963-1967 (1ff)
 M1.35 Case Plan Abstract, 1963-1966 (1ff)
 M1.36 Purchase of Services, 1962-1968 (1ff)
 M2 Casework and Counseling, 1956-1967 (2ff)
 M2 Casework Consultant, 1964-1965 (1ff)
 M2.113 Physical and Mental Evaluation, 1967-1968 (1ff)
 M3 Care, Supervision, and Personal Services, 1958-1965 (1ff)
 M3.11 Homemaker Services, 1967-1968 (1ff)
 M3.12 Nursing Services, 1958-1960 (1ff)
 M3.13 Housekeeper Services, 1953-1960 (1ff)
 M3.2 Out-of-Home Care, 1958-1967 (1ff)
 M3.3 Protective Services for Adults, 1962-1968 (1ff)
 M4 Housing, 1959-1963 (1ff)
 M5 Training and Education, 1960-1967 (1ff)
 M5 Work Incentive Program, 1968 (1ff)
 M6 Employment, 1959-1968 (1ff)
 M7 Health, 1958-1968 (1ff)
 M8 Legal Services, 1965 (1ff)
 M10 Volunteers, 1959-1967 (1ff)
 M10 Red Cross Volunteers, 1959-1960 (1ff)
 M10 Rehabilitation, 1957-1964 (1ff)
 M11.6 Rehabilitation Facilities Camp Action Rehabilitation Center, 1963-1965 (1ff)

Division of Medical Care / Medical Social Services Bureau

The Division of Medical Care was established in 1957 after the new Medical Care Law created additional resources to pay for medical care needed by public assistance recipients. The division existed as a separate body directly within the Department of Social Welfare until 1961 when it was placed under the Program Development Office. The new resource was in the form of a trust fund to which premiums were deposited monthly, \$6 for adult recipients and \$3 for child recipients. The law did not provide for premium deposits for the disabled. Initially, coverage only covered office visits, prescribed drugs, diagnostic appraisals, and planned rehabilitation toward self-care. As funds increased coverage expanded to include eye glasses, dentures, and hearing aids.

The division lasted until 1966, when the Medical Social Services Bureau came into being. The bureau operated under the Adult Services Division of the SDSW (the Adult Services Division was under the Program Development Office from 1961 to 1969 and the Program Services Branch from 1969 to 1970) until 1970, when it was dissolved because of growing controversy between SDSW and the State Department of Public Health (SDPH) concerning overlapping services. At this time, the bureau's functions were transferred to the Office of Health Care Services, SDPH. Its basic responsibility was that of formulating, developing, and proposing rules, regulations, and standards for the determination of eligibility and for the kinds of medical program functions carried out. Major emphasis was to be placed on the local level.

These records are a combination of the Division of Medical Care (1957-1966) and its successor, the Medical Social Services Bureau (1966-1970).

1. A2.12 Federal Legislation Files. 1960-1970. 5 file folders. R350.105. Box 152, folders 29-33.

Arranged first with general legislative files in chronological order, followed by files on specific measures.

Federal Legislation Files pertain to federal measures relating to various aid programs as administered by the Department of Social Welfare including Aid to Families with Dependent Children (AFDC), Old Age Services (OAS), Medical Aid for the Aged (MAA), Aid to the Blind (AB), Aid to the Needy Disabled (AND), Public Assistance Medical Care (PAMC), and others. Two files are devoted to Social Security Acts and Amendments. The other files contain legislative bills.

See below for a description of the bills within the files.

1963 – HR3920 – Hospital Insurance Act, (King-Anderson Bill)
1963 - 1964/HR5839 and S1358 – Senior Citizens Public Welfare Amendments
1963 – HR10606 – Case Plan System
1964 – HR11865 – Health Insurance for the Aged
1965 – HR3699
1965 – HR6675 or P.L. 89-97 – Medical Assistance and Health Insurance for the Aged
1969 – S3008 or P.L. 89-749 – Comprehensive Health Planning
1969 – HR3782 – Disability Insurance for the Blind
1969 – HR13270 – OASDHI Benefits
1969 – HR13432 – Health Services for Migrant/Seasonal Agricultural Workers
1970 – HR14173 – Family Assistance
1970 – HR16264 – Medicaid
1970 – HR17550 – Medicaid

2. A2.2 State Legislation File. 1958-1960. 1 file folder. R350.106. Box152, folder 34.

Arranged chronologically by date.

File contains correspondence between the SDSW, legislators, and respective individuals regarding proposed state legislation for public service issues.

3. A5.1 Interdepartmental Relationships Files. 1962-1965. 3 file folders. R350.107. Box 152, folders 35-37.

Arranged alphabetically by type of Correspondence (Claims, Policy, and Regulations).

These files contain documents showing the policies and functions of numerous state medical organizations in relation to the Medical Care Division of the Department of Social Welfare. The materials comprising the bulk of the documents in this series are mainly correspondence between department heads or their assistants, including correspondence with the state Department of Finance. See also A5.5 Interdepartmental Relations.

4. A5.5 Association and Agency Files. 1961-1966. 12 file folders. R350.108. Box 153, folders 1-12.

Arranged generally by Association or Agency.

The documents contained therein deal with the coordination of policies and functions between the Medical Social Services Bureau and various national, state, and local agencies or associations concerned with medical care in California. The file contents consist principally of reports, memoranda, and correspondence received and sent.

5. A5.5 Interdepartmental Relations Files. 1962-1966. 4 file folders. R350.109. Box 153, folders 13-16.

Arranged generally in alphabetical order by department name.

This series of files contains correspondence and related documents from different divisions and bureaus within the Department of Social Welfare and the Medical Care Division on related subjects. In the 1963 file is a report reviewing income ceilings and fee schedules. See also A5.1 Interdepartmental Relationships.

6. A6 Public Relations File. 1957-1965. 1 file folder. R350.110. Box 153, folder 17.

Arranged chronologically by date of release.

File contains copies of press releases written by the Department of Social Welfare Public Information Officer. Topics relate to proposed medical plans and medical care related issues.

7. B3 Organization Files. 1966-1970. 2 file folders. R350.111. Box 153, folders 18-19.

Files are arranged chronologically by year.

Files contain correspondence and reports concerning the organization of public service medical care.

8. B3.2 Functions, Coordination, Internal Relationships. 1966-1969. 2 file folders. R350.112. Box 153, folders 20-21.

Arranged chronologically by date.

Files contain correspondence and policy statements regarding committees, internal relations, functions of various committees and task forces, and coordination to help improve medical care.

9. B6.2 Activities Reports. 1957-1964. 2 file folders. R350.113. Box 153, folders 22-23.

Arranged chronologically by date.

Code B6.2 Activities Reports contain weekly activity and development reports.

10. B7 Committee and Scheduled Meeting Files. 1957-1969. 35 file folders. R350.114. Box 154, folder 1 – Box 155, folder 12.

Arranged chronologically by general correspondence, meetings, agendas, and minutes and then alphabetically by specific committees and meetings.

Code B7 Committee and Scheduled Meeting Files may contain correspondence, agendas, newsletters, minutes, fee schedules, reports, and policy statements. The general files contain minutes and correspondence from a variety of committees related to medical care. Specific committees of note include: Advisory Committee on Health of Seasonal Agricultural Workers; Advisory Committee on Medical Care; Advisory Committee on Medical Care Studies Unit; Advisory Committee on Old Age Security and Health Evaluation; and Subcommittee on Standards for Quality of Services.

See below for a complete list of B7 files.

General Committees and Meetings, 1959-1969 (3ff)

ATD Advisory Committee, 1957-1969 (2ff)

Health of Seasonal Agricultural Workers, Advisory Committee on, 1960-1969 (4ff)

Hearing Programs, Subcommittee on, 1963-1964 (1ff)

Hospitals and Related Health Facilities, Advisory Committee for, 1963-1965, 1969 (1ff)

Advisory Hospital Council Meeting, 1962-1965 (4ff)

Medical Care, Advisory Committee on, 1957-1969 (9ff)

Medical Care Studies Unit, Advisory Committee on, 1963-1964 (1ff)

Interdepartmental Committee on Medical Fees, 1958-1962 (2ff)

Old Age Security Health Evaluation, Advisory Subcommittee on, 1958-1960,
1966-1968 (3ff)

Priorities to Medical Care, Advisory Committee Subcommittee on, 1961-1964 (1ff)

Standards for Quality of Services, Subcommittee on, 1961-1963 (1ff)

Technical Fee Committee Meeting, 1960-1964 (2ff)

Training for Medical Care Assistance and OAS, 1965-1967 (1ff)

11. B18 Reviews and Studies. 1957-1966. 4 file folders. R350.115. Box 155, folders 13-16.

Arranged alphabetically by study topic.

Code B18 Reviews and Studies files include reports, letters, studies, questionnaires, and memos. Studies include: Demonstration Project, 1958; Distribution of MAA, 1965-1966; Medical Care Study, 1957-1961; and Task Force on Medical Care, 1959-1963. The Demonstration Project purpose was to determine whether prior authorization of treatment and procedures was necessary to keep expenditures within limits and to prevent abuse of the Medical Care Program, as well as to determine whether a medical post audit of treatment and procedures could prevent abuse and control expenditures. The Distribution of MAA study consisted of a survey and study of medical assistance for aged recipients in nursing homes and includes surveys and questionnaires done by reviewing staff of aged and nursing homes and rating the nursing homes. The Medical Care Study was an examination of California's Public Assistance Medical Care Program and its performance. The purpose of the Task Force on Medical Care was to define the department's objectives, summarize the present status of each program in relation to those objectives, describe the plan for reaching those objectives not yet realized, determine the staff resources available, and recommend additional staff and other resources as may be necessary.

12. K1 Medical Care Files. 1967. 3 file folders. R350.116. Box 155, folders 17-19.

Arranged chronologically by date.

Code K1 Medical Care Files include meeting minutes, publications, and reports about the California Medical Assistance Program. These files are a wealth of information for researchers interested in basic operational information on the Medical Assistance Program.

13. State Medical Fee Schedule. No Date. 1 file folder. R350.117. Box 155, folder 20.

Series contains single file folder.

This file contains an index list of medical services and the fees associated with those specific services.

14. Study Files. 1957-1965. 11 file folders. R350.118. Box 155, folder 21 – Box 156, folder 5.

Arranged with a general folder first than alphabetically by specific study topic.

Study Files include correspondence, studies, and final reports on specific topics related to medical care. Study file topics are: General studies including Medical Care Services for OAS Recipients in Santa Barbara County (General Studies, 1963); Admin and Fiscal Problems in California Public Medical Care Programs Study, 1959; Hospital Insurance Study and Campbell Nursing Home, 1959-1962; Medical Care Administrative Cost Study, 1958; Mental Retardation Study Commission, 1963-1965 (2ff); Psychiatric Bed Needs Study, 1963-1965; Public Assistance – Clients Receiving Inpatient Rehabilitation Services Study, 1963; Public Medical Care for Children Study, 1961-1962; and Social Studies on Parenting Cases, 1963-1965.

Division of Commodity Distribution

On July 1, 1941, the State Department of Social Welfare succeeded the State Relief Administration (SRA) as the agency delegated to cooperate with the U.S. Agricultural Marketing Administration in the distribution of surplus commodities to individuals or families on relief. Commodities were distributed under two separate plans: the stamp plan, which involved the exchange of stamps for the purchase of specified commodities through regular retail outlets and a direct distribution plan, whereby individuals received commodities directly.

1. Central Files. 1939-1942. 4 file folders. R350.119. Box 156, folders 6-9.

Arranged chronologically by date.

Central Files include letters received, copies of letters sent, memoranda, bulletins, circular letters, organizational charts, reports, statistical data, minutes of Administrative Council (SRA) meetings (February 10 – July 13, 1939), and related records concerned principally with SRA administration and operations of the two distribution programs. Included in these files are miscellaneous monthly reports concerning CCC enrollments; SRA report on “The School Lunch Program,” 1941; administration bulletins regarding food stamp and cotton stamp issuance; program staffing and distribution procedures; certification of eligibles; “Surplus Commodities Manual,” 1941; monthly county stamp book issuances and participation reports; Attorney General Opinions regarding state cooperation with the Surplus Marketing Administration; and the Department of Social Welfare budget for the 1942-1943 fiscal year.

Community Welfare Services

In 1960, a Chief Deputy Director was added and placed over three deputy directors: one each for Community Welfare Services, Program Development, and Administration. C.A. Herbage was the Chief Deputy Director for Community Welfare Services. Under the Community Welfare Services was the Area Deputies for the Los Angeles Area, San Francisco Area, Sacramento Area, and Chief of the Bureau of Administrative Review. In 1967, Marion Chopson became the Deputy Director of Community Welfare Services. The Community Welfare Services Branch expanded in that year to also include the Emergency Welfare Services, Food Stamps Bureau, Services Center Coordinator, Review Division, and Quality Control Bureau. In 1968, the Community Welfare Services Branch was replaced with the Field Operations Branch. By 1970, the Field Operations Branch included two Field Deputies and was responsible for the Adoptions Field Operations, Licensing Field Operations, Assistant Deputy Director, Community Services Division, and Field Support Division.

1. Coded Files. 1956-1968. 62 file folders. R350.120. Box 156, folder 10 – Box 158, folder 20.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder. In addition, coded files with meetings and county reports are organized alphabetically by meeting/report and those with activity reports are organized chronologically by report date within the file folders.

Coded Files include correspondence, photographs, letters, memoranda, minutes, reports, manuals, studies, and statistical data relating to the Community Welfare Service Branch of the Department of Social Welfare. Files from the Community Welfare Services Branch examine fiscal policies, social worker duties, and social welfare programs at the worker level. These files explain social worker's training and evaluation, educational stipends for social workers, licensing for organizations, and techniques used by social workers to complete their job duties.

Some topics of note include: grand jury reports reviewing county social welfare divisions (A5.322); relationships with other agencies and welfare associations (A5.5); reports of community welfare services organized by week, January 8, 1962-December 4, 1964 (B6.2); administrative committees and meetings organized alphabetically by meeting including program supervisor's suggestions, public hearings, quarterly county welfare director's meetings, staff conferences, stipend policy committee, and a task force on training (B7); Reviews and studies including accredited agency study, administrative cost-per-case average, adoption studies, characteristics of staff development provisions study, day care services, handicapped children, housing, and nursing home services (B18); services that substitute parental care (F1); out of state placement for adopted children (H26); repayment of fraud (J16.841); and staff reports and programs at service centers (M12).

See below for a complete list of Coded Files.

A1.1 General Unclassified Material, 1963-1967 (1ff)

A2.11 Federal Bills, 1962-1968 (1ff)
 A2.12 Social Security Acts and Amendments, 1962-1968
 A5.322 County Welfare Grand Jury Reports, 1966 (1ff)
 A5.5 Associations and Agencies, 1968
 A5.5 Emergency Welfare Services, 1956-1965 (2ff)
 A6.11 Public Relations Press, 1967-1968 (1ff)
 A6.12 Information to the Public, 1967-1968 (2ff)
 B5.1 Manuals, Handbooks, and Regulations, 1962-1965 (1ff)
 B5.2 Administrative Releases Bulletins, 1962-1965 (1ff)
 B5.3 Administrative Releases All County Letters, 1962-1965
 B6.2 Activity Reports on Work Plans, 1962-1968 (5ff)
 B7 General Meetings, 1963-1965 (2ff)
 B7 Advisory Committees, 1964-1968 (2ff)
 B7 Adult Program Supervisors Meetings, 1964-1968 (1ff)
 B7 Area Medical Consultants, 1964-1965 (1ff)
 B7 Area Medical Services Branch Deputies Meetings, 1963-1965 (1ff)
 B7 County Dental Consultants, 1964-1968 (1ff)
 B7 Deputy Director's Meetings-Executive Committee Meetings, 1964-1968
 (1ff)
 B7 Family and Children's Division-Federal Meetings, 1964-1967 (1ff)
 B7 Field Representatives-Mental Retardation Programs, 1964-1968 (1ff)
 B7 Merit System Advisory Committee Meetings, 1964-1968 (1ff)
 B7 Planning Conference Participants-Public Hearings, 1964-1968 (1ff)
 B7 Quarterly County Welfare Directors Meetings- Quarterly Area Program Meetings,
 1964-1967 (1ff)
 B7 Semiannual Staff Meetings-Staff Conferences, 1964 (1ff)
 B7 State and County Meetings, 1966-1967 (1ff)
 B7 Stipend Policy Committee-Task Force on Training, 1966 (1ff)
 B18 Studies (A-AD), 1958-1962 (1ff)
 B18 Adoption Studies, 1962-1965 (3ff)
 B18 Studies (AF-AP), 1959, 1964 (1ff)
 B18 Studies (ATD-C), 1964-1968 (1ff)
 B18 Studies (D-E), 1961-1965 (1ff)
 B18 Family Studies, 1961-1965 (1ff)
 B18 Studies (FL-G), 1961-1965 (1ff)
 B18 Studies (H-L), 1960-1966 (1ff)
 B18 MAA Patients Studies, 1966 (1ff)
 B18 Studies (M-N), 1960-1965 (1ff)
 B18 Studies (NU), 1964-1965 (1ff)
 B18 Studies (O-S), 1963-1965 (1ff)
 B18 Studies (S-V), 1963-1968 (1ff)
 B18.1 Administrative Reviews, 1963-1968 (3ff)
 F1 Foster Care Rates, 1964-1967 (1ff)
 F2 Basic Foster Care Rates, 1967
 G1.1 Adult Facilities Licensing, 1966-1967 (1ff)
 G1.2 Day Care Facilities Licensing, 1966-1967

- G5 Jurisdiction of Licensing Agencies, 1966-1968 (1ff)
- G6.1 Appeals, Denials, and Revocation of Licenses, 1967-1968
- G7 Licensing Standards, 1967-1968
- G7.23 Safety in Licensed Facilities, 1966-1967
- H1 Adoptions General, 1966 (1ff)
- H1.2 Processing Stepparent Adoptions, 1967
- H1.6 Adoption and Verification of Marriages, 1967
- H3 Types of Adoptions, 1966
- H12 Adopting of Children with Specific Religious Parents, 1966
- H18.4 Special Need Children Adoption Training, 1966
- H21 Deaf Couple Adopting Children, 1965-1966
- H24 Guardianship on Children Relinquished for Adoption, 1966-1967
- H26 Out of State Placement for Adopted Children, 1966-1967
- J1 Legislative Proposals, 1968
- J1.1 OAS Adult Aids, 1966 (2ff)
- J1.2 Aid to the Blind, 1967
- J1.5 Aid to Families with Dependent Children, 1966-1967
- J1.6 Expansion of Aid, 1966-1967
- J1.7 Aid to Totally Disabled, 1966-1967
- J1.8 Aid to Victims of Crimes of Violence, 1966
- J2 Application Process, 1967-1968 (2ff)
- J3.1 Discrimination, 1967
- J4 Eligibility Provisions, 1967
- J8 Deprivation, 1966
- J11 Residence, 1967-1968
- J13 Needs, 1968 (1ff)
- J13.12 Special Needs, 1968
- J13.123 Housing and Utility Needs, 1966-1968
- J13.125 Transportation Needs, 1968
- J13.12611 Care and Supervision Needs, 1966-1967
- J14.11 Property and Burial Provisions, 1966-1967
- J15.4 Exempt Income, 1966
- J16 Aid Payments, 1968
- J16.3 Warrants, 1968
- J16.8 Overpayments and Underpayments, 1966-1967
- J16.841 Repayment of Fraud, 1967-1968
- J17 Appeals and Complaints, 1967-1968
- K1 General Medical Care, 1966 (1ff)
- K2.2 Copayments for Medically Needy, 1966-1967
- K2.4 Abuse of Medi-Cal Fraud, 1966
- K3 Medical Services and Facilities, 1966-1967
- K3.13 Hospitals, Clinics, Teaching Facilities Procedures, 1966
- M1 General Services in Public Welfare, 1966 (2ff)
- M1.2 Community Resources Services, 1966
- M1.311 Bilingual Interpreters for Emergency Food Assistance, 1968
- M1.34 Services Provided by Federal Government, 1967

M2 Casework and Counseling, 1962-1967
M3.11 Protective Services Time-per-Task, 1967-1968 (1ff)
M4 Housing and Referral Services, 1967
M5 Work Experience and Training, 1966-1968
M6 Employment and Farm Labor Policy, 1967-1968
M8 Legal Referral Services to Public Assistance Recipients, 1967
M12 Service Centers Staff Reports and Programs, 1966-1968 (1ff)

2. Licensing Day Care Files. 1955-1964. 3 file folders. R350.121. Box 159, folders 1-3.

Arranged alphabetically by institution and chronologically thereunder.

Licensing Day Care Files contain reports and correspondence from the San Francisco area office regarding day care facilities. Included are visit reports of area day care representatives, correspondence concerning operation and licensing of nurseries and schools for children. Also included in the series is a sampling of 11 facilities in Alameda, Monterey, and Santa Clara counties.

Field Operations Branch

The Field Operations Branch replaced the Community Welfare Services Branch in 1968. In 1970, the Branch was responsible for two Field Deputies as well as Adoptions Field Operations, Licensing Field Operations, the Assistant Deputy Director, Community Services Division, and Field Support Division. Reorganization in 1971 replaced the Field Operations Branch Deputy Director with the Deputy Director of Administration. Under the Deputy Director of Administrations were the Public Information Officer, Administrative Services Division, Communications Officer, and Planning Officer.

1. Coded Files. 1968-1971. 67 file folders. R350.122. Box 159, folder 4 – Box 162, folder 2.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder.

Coded Files include correspondence, photographs, letters, memoranda, minutes, reports, manuals, studies, and statistical data relating to the field operations of the Department of Social Welfare. Files from the Field Operations Branch examine fiscal policies, social worker duties, and social welfare programs at the individual level. These files explain social workers training and evaluation, educational stipends for social workers, licensing for organizations, and techniques used by social workers to complete their job duties.

Files J1 and J17; file folders 2 from J1.7, J4, and K1; and file folder 4 from Code J13.123 are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because they contain personally identifiable information.

See below for a complete list and description of coded files from the Field Operations Branch.

A1.1 Civil Rights. 1971. 1ff. Box 159, folder 4.

File includes statistical data and correspondence related to civil rights regulations.

A5.3 County Relationships. 1969-1971. 3ff. Box 159, folders 5-7.

County relationship files are arranged alphabetically by county.

Files include correspondence and newspaper clippings explaining trends and staff related issues with various county social welfare departments. The files also contain correspondence related to Quechan tribal land leases funds.

A5.5 Associations and Agencies. 1969-1971. 3ff. Box 159, folders 8-10.

Associations and agency files are arranged alphabetically by association or agency.

Files relate to staff regulations from various topics. Associations and agencies of note include: adoption agencies, Northern California County Supervisors Association, and Social Services Employee's Union.

B5.1 Manuals and Handbooks. 1969-1971. 1ff. Box 159, folder 11.

File includes correspondence about social worker manual modification, recommendations, and performance standards.

B6.2 Progress Reports on Work Plans. 1968-1971. 1ff. Box 159, folder 12.

File includes letters, meetings, minutes, and studies on how counties are implementing changes.

B7 Committees and Meetings. 1968-1971. 9ff. Box 159, folders 13-21.

Committees and Meetings are arranged alphabetically by committee/meeting name.

Files illustrate what the Field Operations Branch of the SDSW was working on, concerned about, and doing to transform. Some committees/meetings of note include: Day Nursery Licenses, Director's Meetings with District Directors, Executive Committee Meetings, Federal Representative Visits, Group Home Standard Meeting, Migrant Day Care Meeting, Residential Care Homes Committee, and Correspondence related to La Raza Task Force (1970) and Spanish-speaking task force (1970). Also included are the "Employment and Career Opportunities for the Mexican American Group #534."

B18 Reviews and Studies. 1968-1971. 3ff. Box 160, folders 1-3.

Reviews and studies files include reports, studies, and correspondence on the Work Incentive Program (WIN), fiscal surveys, ethical questions, rates and standards, human relations, and evaluations of the county welfare broken up into different California regions.

B35 Projects. 1969-1971. 8ff. Box 160, folders 4-11.

Project files are arranged alphabetically by project followed by one general projects file folder.

Project files include reports, letters, analysis, reviews, and questionnaires. Projects of note include: Activity Centered Programs Guide, AFDC Budget Methods Project 388, Aid for Adoption of Children Pilot Program, Case Aide Project, Child Care in Sacramento, Eligibility Control Improvement, Model Citizen's Program Meeting, Self-Help Service Group, Voluntary Deduction Project, "Social Rehabilitation Center for Releases Mental Patients.," and a Social Worker utilization Project in the "General" file folder.

D2 Planning and Evaluation. 1969. 1ff. Box 160, folder 12.

File includes correspondence for planning and evaluation of county staff training.

D6 Scheduled Training Sessions. 1969. 2ff. Box 160, folders 12-13.

Training files contains information on training sessions for institutions and workshops concerning Spanish speakers.

D7.3 Educational Stipends. 1969-1970. 1ff. Box 160, folder 13.

The education file contains material on grants for students earning an MA in social work.

G1.1 Licensing and Certification. 1969. 1ff. Box 160, folder 14.

File contains licensing and certification material for the aged.

G1.2 Licensing and Certification. 1969-1970. 1ff. Box 160, folder 14.

File contains licensing and certification material for Children and the Synanon child care operations.

G1.22 Licensing and Certification. 1968-1969. 1ff. Box 160, folder 15.

File contains licensing and certification material for day nurseries and day nursery protest.

G6.1 Appeals. 1969-1970. 1ff. Box 160, folder 15.

File contains material on appeals, denials, and revocations for licensing.

G7 Licensing. 1969-1970. 1ff. Box 160, folder 16.

File contains material on licensing crisis for co-op day nurseries.

H6 Adoptions. 1968-1971. 1ff. Box 160, folder 17.

File contains correspondence related to irregular placement activity of adoptions.

H25 Inter-country Adoptions. 1968-1971. 1ff. Box 160, folder 18.

File contains correspondence and memoranda concerning Vietnamese adoptions: Terre Des Hommes, Korean Adoptions; Holt Adoption Agency, reactions of families involved.

J1 Public Assistance. 1968-1971. 1ff. Box 160, folder 18. **[RESTRICTED]**.
The Public Assistance file includes reports and correspondence about California's welfare program. Two reports of note are: "Facts about California's Welfare Program," and a report on increasing data on racial and ethnic background recipients and staff.

J1.5 Public Assistance. 1969-1970. 1ff. Box 160, folder 19.
File includes material related to public assistance for Aid to Needy Children.

J1.6 Public Assistance. 1969-1970. 1ff. Box 160, folder 19.
File contains material related to public assistance for Aid to Needy Children in Foster Care.

J1.7 Public Assistance. 1969-1971. 2ff. Box 160, folders 20-21. **[File 2 RESTRICTED]**
File contains material related to public assistance concerning alcoholism as an addiction.

J2 Application Process. 1970-1971. 1ff. Box 160, folder 20.
File contains material in the application process for public assistance.

J4 Eligibility Provisions. 1969-1971. 2ff. Box 161, folders 1-2. **[File 2 RESTRICTED]**
File contains material on eligibility provisions for urban children, second cousins, alcoholics, and minorities.

J6 Task Forces. 1969. 1ff. Box 161, folder 1.
File contains material from task forces including the Task Force on Mental Retardation Project and Organization of Health Services.

J7 Citizenship (see also J11). 1969-1971. 1ff. Box 161, folder 1.
File looks at residence eligibility of illegal aliens, residence intention, and green card holders.

J8.1 Absent Parents. 1969-1971. 1ff. Box 161, folder 3.
File contains different staff techniques to locate absent parents.

J8.41 Strikers. 1968-1971. 1ff. Box 161, folder 3.
File contains correspondence and memoranda concerning the determination of eligibility for aid or unemployment insurance based in an evaluation of the trade dispute. Also included are State Social Welfare Board position statements (1971).

J10 Responsible Relatives. 1969-1971. 1ff. Box 161, folder 4.
This file contains correspondence and court interpretations for staff to determine responsible relatives for child care.

J11 Residence (see also J7). 1969-1970. 1ff. Box 161, folder 4.
Similar to the J7 Citizenship file, this file looks at residence eligibility of illegal aliens, residence intention, and green card holders.

J12 Institutional Status. 1969-1971. 1ff. Box 161, folder 4.

File contains staff correspondence on how to process the mentally ill, involuntary detention of juveniles, and recipients of social welfare sent to jail.

J13 Needs. 1969-1971. 1ff. Box 161, folder 4.

File includes correspondence concerning social welfare staff needs. Included within the file are staff expenditures and reimbursements.

J13.12 Special Needs. 1969-1971. 1ff. Box 161, folder 5.

The Special Needs file contains photographs and correspondence relating to increased cost of living for social welfare recipients. Included in the file are 16 photographs from September 4, 1969, showing housing in the Los Angeles area.

J13.123 Housing and Utilities. 1969-1971. 4ff. Box 161, folder 5-8. **[File 4 RESTRICTED]**

Similar to the J13.12 Special Needs file, these files contains correspondence relating to housing and utility needs for OAS, ANB, ANPB, and ANC recipients.

J13.125 Transportation. 1969-1971. 1ff. Box 161, folder 9.

This file contains letters and memoranda relating to transportation needs and regulations. Included within the file are various ways of transportation such as county public transportation or private automobiles.

J13.126 Room and Board. 1969-1971. 2ff. Box 161, folders 9-10.

This file contains correspondence related to OAS recipients and nursing homes concerning adequate room and board and personal care.

J15 Income. 1969-1971. 1ff. Box 161, folder 10.

This file contains correspondence, regulations, and memoranda concerning income for employees of Social Welfare.

J15.4 Exempt Income. 1969-1971. 1ff. Box 161, folder 11.

The exempt income file contains information on educational set-aside funds, earned income exemptions, and the income exemption policy for staff.

J16 Aid Payments. 1969-1971. 1ff. Box 161, folder 12.

The aid payments folder includes memoranda, letters, and summaries of court cases referring to county social welfare aid payments.

J16.3 Warrants. 1968-1971. 2ff. Box 161, folders 13-14.

This file contains material regarding lost and stolen warrants, identification, withheld checks, and eligibility and grant errors.

J16.4 Payee. 1969-1971. 1ff. Box 161, folder 14.

This file includes information on substitute payee and representative payee.

J16.6 County Responsibility for Aid Payments. 1969-1971. 2ff. Box 161, folders 14-15.
Included in this file is correspondence relating to foster home children and persons released from state hospitals.

J16.8 Overpayments and Underpayments. 1969-1971. 1ff. Box 161, folder 15.
File contains information on county over and underpayments.

J16.841 Repayment of Fraud. 1969-1971. 1ff. Box 161, folder 15.
File contains correspondence concerning repayment of fraud cases from social welfare.

J17 Appeals and Complaints. 1968-1971. 1ff. Box 161, folder 16. **[RESTRICTED]**
In addition to general appeals and complaints, this file also contains a report on "Digest of Fair Hearing Decisions" (1970).

J17.2 Preliminary or Evidentiary Hearing. 1970-1971. 1ff. Box 161, folder 17.
File contains material on what can be used in court cases regarding repayment.

J18 Guardianship. 1969. 1ff. Box 161, folder 17.
This file contains material regarding general conservatorship.

J19 Indians. 1969-1971. 1ff. Box 161, folder 18.
File contains correspondence and memoranda concerning the use of Fricot School for Indians, lump sum tribal allocations, and retention of surplus commodities.

J22.1 General Relief. 1969-1970. 1ff. Box 161, folder 18.
File contains material on general relief programs that run without state funds.

J22.3 Emergency Relief/Loans. 1969-1971. 2ff. Box 161, folders 18-19.
The emergency relief files contain correspondence and memoranda about the Food Stamp Program. Included in these files is a synthesis of county training material.

K1 Medical Care. 1969-1971. 2ff. Box 161, folders 20-21. **[File 2 RESTRICTED]**
This file contains general information on California Cuban refugees, county medical care, and pre-commitment screening.

M1 Services in Public Welfare. 1968-1971. 3ff. Box 161, folders 22-24.
These files include material related to general service plans, analysis of plans, and training plans from various counties.

M1.341 Information and Referral Services Plan. 1969-1971. 1ff. Box 161, folder 25.
File contains information on referral services plans.

M2 Casework and Counseling. 1969-1970. 1ff. Box 161, folder 25.
File contains referrals to other agencies concerning suicide prevention and voluntary acceptance of family placing services.

M3.11 Time-per-Task. 1969-1971. 1ff. Box 161, folder 25.

File contains material on homemaker regulations, time spent per task, and supervision for protective services.

M3.2 Day Care. 1970. 1ff. Box 161, folder 25.

File contains material related to day care licensing.

M5 Work Experience and Training. 1970. 1ff. Box 161, folder 25.

File contains material regarding social worker experience and training.

M5.4 Work Incentive Program (WIN). 1969-1970. 3ff. Box 161, folder 25-Box 162, folder 1.

Files contain correspondence and reports regarding WIN including research proposals, cut in funds, progress reports, and overpayment for training.

M12 Service Centers. 1969-1970. 1ff. Box 162, folder 2.

File contains reports and memos from consultants and the constituent's role at service centers.

Food Stamp Management Bureau

The Food Stamp Management Bureau was under the Community Welfare Branch and the Field Operations Branch. The Food Stamp Management Bureau was charged with implementing and executing the Food Stamp program. The bureau conducted research into new and more efficient means of food stamp disbursement. The bureau handled enrollment and fraud claims.

1. Coded Files. 1962-1975. 86 file folders. R350.123. Box 162, folder 3 – Box 165, folder 7.

Arranged by the Department of Social Welfare alpha-numeric coding system, and chronologically thereunder.

Coded Files include correspondence, photographs, letters, memoranda, minutes, reports, manuals, studies, and statistical data relating to the Food Stamp Management Bureau of the Department of Social Welfare. Files from the Food Stamp Management Bureau examine the program's effectiveness and show different methods for dispensing and allocating food stamps. Exploration into machine issuance, aka ATM issuance was studied. The files also explore the issue of fraud and exploitation of the food stamp program by college students, hippies, and alien migrants.

See below for a complete list of Coded Files from the Food Stamp Management Bureau.

A5.1 Cabinet Issue, 1970 (1ff)

A5.2 USDA – Food and Nutritional Service, QA, 1971 (1ff)

A5.5 California Rural Legal Assistance, 1969-1971 (1ff)
 A5.5 County Welfare Directors Association, 1970-1972 (1ff)
 B7 California Nutrition Council, 1970-1972 (2ff)
 B7 Nutrition Education Committee, General All Counties, 1968-1973 (1ff)
 B7 Nutrition Education Committee, General – Sacramento, 1969-1970 (1ff)
 B7 Northern California Regional Food Stamp Committee – Bay Area, 1967-1971 (1ff)
 B7 Technical Assistance Panel, 1967-1969 (1ff)
 B7 Reform Oppressive Welfare Committee, 1970-1971 (1ff)
 B18 Reviews and Studies A to Z, 1968-1974 (1ff)
 B18 Napa Study Economic Opportunity Council, 1973 (1ff)
 B35 Emergency Food and Medical Services, 1968-1970 (1ff)
 B35 Voluntary Deduction Project-General Correspondence, 1968-1975 (6ff)
 J1.5 AFDC Emergency Assistance for Needy Families with Children, 1968-1972 (1ff)
 J17 Hearing Procedures, 1965-1972 (1ff)
 J17 Notice of Adverse Action, 1970-1971 (1ff)
 J22.1 General Relief, 1967-1972 (1ff)
 J22.1 Classification of General Assistance Households, 1972-1973 (2ff)
 L1 Food Stamps Program- General, 1965-1970 (2ff)
 L1 Reasons for Low Participation, 1966-1970 (1ff)
 L1.2 Supplemental Food Stamp Program, 1966-1970 (1ff)
 L1.2 Meals for Millions, 1970 (1ff)
 L1.21 Commodity Distribution, 1966-1971 (2ff)
 L1.22 Nutrition Education, 1968-1971 (2ff)
 L3 Application and Certification, 1969-1971(1ff)
 L4 Aliens Migrants and Hippies, 1969-1971 (1ff)
 L5 Food Preparation Facility, 1970-1971 (1ff)
 L6 Household Determination, 1971-1972 (1ff)
 L6.11 Assistance Household, 1965-1971 (1ff)
 L6.12 Non Assistance Household, 1969-1971 (1ff)
 L6.121 College Students, 1965-1972 (1ff)
 L6.122 Military Personnel, 1965-1971 (1ff)
 L6.123 Strikers, 1968-1971 (1ff)
 L6.124 Voluntarily Unemployed, 1971 (2ff)
 L6.14 Exclusion of Voluntary Unemployed, 1971 (1ff)
 L6.125 Dual Option, 1970 (1ff)
 L7 Human Resources Development, 1971-1972 (1ff)
 L7 Human Resource Development, 1971-1972 (2ff)
 L8 Property Limitations and Restrictions, 1967-1968 (1ff)
 L8 .1 Automobile, 1970-1971 (1ff)
 L9 Income, 1968-1971 (1ff)
 L9.1 Allotments and Pension, no date (1ff)
 L9.21 Alimony, Support and Loans, 1967-1971 (1ff)
 L9.22 Stepfathers, 1967-1971 (1ff)
 L9.31 Children's Earnings, 1967-1971 (1ff)
 L9.32 Employment and Self Employment, 1970-1971 (1ff)
 L9.33 Government Sponsored Programs, 1969-1971 (2ff)

L10 Basis of Coupon, 1972 (3ff)
L10.1 Purchase Requirement, 1969-1972 (1ff)
L10.1 Skip Policy, 1966-1972 (1ff)
L11 Issuance and Sales of Coupons, 1966-1972 (1ff)
L 11 Food Warrant, 1972 (1ff)
L11.11 Coupon Books – General, 1962-1972 (1ff)
L11.11 Lost, Stolen Coupon Books, 1969-1971 (1ff)
L11.2 Issuance Agents, 1966-1972 (1ff)
L11.22 Non Bank Postal Service, 1968-1972 (2ff)
L11.3 Authorization to Purchase, 1969-1972 (1ff)
L11.31 Machine Issuance, 1964-1970 (2ff)
L11.33 Manual Issuance, 1967-1972 (1ff)
L11.4 Public Assistance Withholdings, 1972 (1ff)
L11.4 Public Assistance Withholdings, 1969-1972 (2ff)
L11.5 Variable Purchase, 1971-1972 (1ff)
L11.6 Refunds, no date (1ff)
M1.344 Home Visits, 1968-1969 (1ff)
M4 Housings, 1967-1972 (1ff)
M4.5 Model Cities Program, no date (1ff)

2. County Files. 1969-1972. 10 file folders. R350.124. Box 165, folders 8-17.

Arranged alphabetically by county name.

County Files include audits for the counties of: Fresno; Modoc; Mono; Monterey; Siskiyou; Solano; Stanislaus; Tehama; Trinity; and Yolo. This series contains correspondence and reports between individual counties and federal offices that oversaw the Food Stamp Program federal money. Office of Inspector General and the United States Department of Agriculture were two of the federal offices that corresponded with the county welfare offices. The most frequent topic of correspondence was the Office of Inspector Generals' audits of County Food Stamp Bureaus.

Division of Public Assistance/Division of Social Security

In 1939, a Division of Public Assistance was established as an administrative device to coordinate the departmental programs of assistance for the aged (OAS), blind (ANB), and children (ANC). By 1950, the Aid to the Blind Bureau assumed independent divisional status. The Division of Social Security emerged in 1951 during departmental reorganization with responsibility for the Bureaus of Aid to the Needy Aged, Aid to Needy Children, and Program Services Unit (including Home Economics, Medical Social Work, Appeals, Training and Staff Development, and Field Review Evaluation). The Division Chief, Elizabeth B. MacLatchie, also served as liaison officer to the Department of Social Welfare Director and the Social Welfare Board. The newly-created Bureau for Aid to the Disabled (ATD) joined the division in 1957. In 1962, the Bureau of Aid to Needy Children was renamed as the Family Services Bureau under the Family and

Children's Division. The Division of Social Security was renamed the Aged and Disabled Division (1962) and then as the Adult Services Division (1964).

1. Subject Files. 1939-1957. 126 file folders. R350.125. Box 165, folder 18 – Box 171, folder 2.

Arranged alphabetically by subject and chronologically thereunder.

The Subject Files series is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because of personal information interspersed within the records.

Subject Files may include letters received and copies of letters sent, memoranda, minutes of meetings, press releases, statistical compendia, surveys, studies, legislative abstracts/opinions, procedure manuals, questionnaires, speeches, radio scripts, telegrams, brochures, conference programs and resolutions. Subject files vary widely from between topics. Because of the large variety of subject files, topics are individually described below.

See below for a complete list of subject files and their description.

Administration. 1940-1953. 7ff.

Topics include: war-time manpower shortage; control of departmental work assignments and yardsticks; expenditures; "line and staff operation;" induction and staff development; documentary evidence; the Golden Gate International Exposition (See also Central File, B 4.3, Correspondence of Individual Board Members, Maude Spear King, Chairman of the Exposition); time lag in effecting changes; destruction of cases; filing requirements; money payment principle; supervision of Los Angeles County; field operations; case dictation; enemy alien and civilian war assistance funds; federal matching; county notification; standards for local welfare administration; county quarterly reports; disallowance and overpayments; field and federal administrative review; categorical aid policies; adoption of Article XXV modifying OAS and AB plans and area reorganization.

Aged. 1938-1946. 4ff.

Subjects comprise: amendments to the Social Security Act affecting Old Age Assistance; eligibility for assistance in hospitals and sanatoria; investigation of need; evidence of citizenship; disability insurance; earnings; the New Jersey "Colony for the Aged," (1947); sample cases; budgetary schedules; allocation of federal monies to the counties; burial provisions; irregular endorsement exceptions; employed spouses and death of spouses; Christ's Church of the Golden Rule; a report, "Administration of Old Age Security in California," by Margaret Greenfield, (1950); facilities, activities and employment for OAS and AB recipients; housing needs; and immigration regulations.

Amount of Grant – ANC. 1945-1953. 1ff.

File contains information on how much grant money should be paid to needy families by looking at examples such as San Francisco housing cost and increases in specific

counties. Also contains memoranda and reports on family need, budget summaries, basis for grant, and cost schedule. Correspondence looks at ways to keep children in homes that depend on grants.

Appeals. 1941-1942, 1944-1957. 5ff.

Files consist of appeal summaries; selected hearing decisions in public assistance; appeals and hearing procedures; referee hearings; a "Proposed Fair Hearing Procedure" (1950); "Survey of Appeals Process" (1951); and (1953-1957); and requests for reconsideration.

Application Process. 1949-1953. 1ff.

File discusses reasonable promptness in the processing of applications.

Attorney General. 1939-1944, 1948. 1ff.

File contains Attorney General Opinions on such issues as involuntary repayments of aid; institutional subvention payments; responsible relatives; residence; personal property eligibility; suspension of aid burial funds; return of erroneous repayments; retroactive increases; ANC eligibility; real versus personal property; validity of departmental rules; and Article XXV of the California Constitution.

Blind. 1939-1953. 5ff.

Files concern questions of policy and procedure on county denials, cancellations and withdrawals; criteria of eligibility; reinvestigations; undistributed estates; pending legislation; non-compliance with departmental policies; insurance; income and exempt income; transfer of property; divisional reorganization; citizenship status; distinction between income and capital; renewal applications; physicians report; an article, "Provisions of California's Care for Its Blind Children and Adults;" continuance of aid during absence from the state; medical follow-up; establishment of residence; services of the State Ophthalmologist and qualified examiners; employment opportunities for the blind; rejection of the use of contact lenses; prevention of blindness and rehabilitation; appeals; departmental objectives; visit reports for the San Francisco Center for the Blind and the Industrial Home for Adult Blind; inter-divisional conflicts; California Council for the Blind general program for the twenty-second semi-annual meeting, (April 14-15, 1944); glaucoma; National Federation of the Blind; county intake application policies; medical referrals; degree of blindness; the SDSW Advisory Committee of Ophthalmologists; a pamphlet, "State Services for the Blind in California;" payment of aid to blind to public medical institutions; and "hysterical blindness, malingering, and 'questions degree of disability.'"

Budget, Aged. 1942-1953. 1ff.

File is comprised of budget schedules, pricing studies, county budgets, and calculation of the value of home-produced foods.

Budgets, Children. 1939-1953. 4ff.

File is composed of budget schedules, pricing studies, county budgets, standards of assistance including the calculation of the value of home-produced foods;

recommendations of the Joint Committee on ANC Policies; position paper of the County Supervisors Association of California in connection with proposed changes in ANC budget regulations; family group cases, summarized by county; county interpretations/reports of new phases of the ANC program; guides for purchase of household equipment and major housing repairs under the ANC program; and comparisons of food costs.

Bulletin #359. 1949. 1ff.

File interprets the provisions of a departmental bulletin regarding the exemption of motor vehicles as personal property; "token rent" payments; cost of occasional repairs; telephone/utilities; payments on indebtedness; the voluntary sale of real property; the verification of special needs; and allowances for medication, nursing service and medical care.

Case Recording. 1947-1953. 1ff.

File includes statements and a manual, "Recording in Public Welfare," (1947) designed under the auspices of the Joint State and County Planning and Policy Committee on Staff Development in response to requests for guidelines which would assist county social workers in writing better records.

Children's Policies and Procedures. 1939-1953. 8ff.

Files concern allotments to dependents of prisoners working in prison road camps; minor parent-child relationship and policies concerning contributions of minor and adult children; Social Security Board communication regarding the Aid to Dependent Children Program (ADC) in relation to increased demands for the services of women in industry; supreme court decision relating to the formula to be applied in determining the proportionate financial shares of the state and counties in the cost of ANC; state aid to probation wards; "Plan for the Determination of Administrative Expenses with regard to the ANC and AB Programs," (1944); transient minors in San Francisco; ANC for families of detainees, internees and deportees; reimbursement procedure between Kern County Welfare and Probation Department; payments for children in institutions and sanatoria; "classification" eligibility; money payment principle; "unmet" needs for children (1948); considerations for the Hulse Committee on amendment of the ANC Program – AB40 (1950); clothing allowances for children in boarding homes and institutions; proposed guides for establishing allowances for household equipment and repairs; "Citizenship Values in the ADC Program," (1950); guides for determination of special needs; ANC Children in Foster Care; "Recording in the ANC Program;" stepfather and unborn child in other states; criticism that ANC increases immorality; cooperation with district attorneys on problems of desertions; payment for room and board by relatives living with families with needy children; handling payments made under court order, San Francisco Juvenile Court; offer of a free home as a resource; simplification of ANC policies and procedures; county survey reports; "Our Neediest Children," by Albert Deutsch, (1952); "Defects in the ANC Program in California;" relinquishment for adoption; study of abandoned children; self-maintenance; mismanagement cases; children un-placeable for adoption; "analysis of the Cost of the California ANC Program," prepared for the District Attorney of Santa Clara County,

(1950); maternity hospital care for unmarried mothers; findings of the Technical Advisory Committee to the Home Economist in the SDSW (September 5-6, 1951); temporary shelter care; and individual case studies.

Collections and Overpayments. 1941-1953. 5ff.

Files contain information on repayments from individuals as a result of overpayments by the Division of Public Assistance. It contains examples to use as a template as well as specific case studies. The file also shows how to enforce repayments.

County Hospitals. 1941-1953. 1ff.

File assesses county hospital plans and subventions.

Deprivation. 1939-1953. 2ff.

Files examine incapacitated fathers; failure to provide; deportation of a parent; parent's three-month absence as dissociation factor; "The Absent-Parent in ANC Families," a paper presented before the California Conference of Social Welfare (May 1952) by Alice Mertz; criminal investigation; a survey of desertion cases; and a thesis entitled "Characteristics of Absent Father Families Receiving Aid to Needy Children in California (1953).

Direct Interviewing. 1942, 1945, 1948, 1953. 1ff.

File cites modifications in the administration of aid programs due to the tire shortage/travel restrictions; and direct interviewing projects conducted in Mendocino and Santa Cruz Counties.

Disallowances. 1939-1954. 1ff.

File covers suspension, withholding, and restoration of aid.

Discontinuances. 1940-1953. 1ff.

File contains procedures to prepare proper paper work for the auditor on discontinuances and restorations.

Eligibility. 1939 – 1941. 1ff.

File contains information on the Certificate of Eligibility. Included are: the Certificate Plan; who prepares and approves the certificate; and steps involved with the procedure.

Financial Administration. 1946-1948. 1ff.

File contains a Field Auditors' Handbook.

Fraud. 1951-1953. 1ff.

File contains a review of a case record of two individuals in Stanislaus County.

Free Rent. 1942, 1944-1945, 1949-1950. 1ff.

File presents problems of evaluating free rent and utilities in different counties and tests the legality of granting categorical assistance to residents of Federal Housing Units.

General Relief. 1942, 1949-1953. 1ff.

File includes responses of a survey of county General Relief standards; a sampling of indigent aid questionnaires; budget schedules; legal opinions and decisions on appeals; case histories; and discussion materials on the "Question of Social Welfare Board Jurisdiction in Cases Where General Relief is the Issue.

Hearings – ANC. 1952-1953. 1ff.

File provides case narratives, and background materials relating to public hearings conducted during November and December 1952 by the State Social Welfare Board on the adequacy of the assistance standard in the ANC Program. See also Central File, B 4.4 – ANC, 1952-1953.

Health, Education and Welfare. 1939-1953. 4ff.

Files report recommendations for improvement of state public assistance legislation; federal visits and state-federal conferences; authorization and issuance of retroactive aid payments; administrative plans and costs; and policy interpretations.

Home Economist. 1940-1953. 5ff.

Files consist of pricing schedules and comparisons; job descriptions; special diets; comments on food preservation/home canning in institutions; budgets; institutional visit reports outlining conditions of the physical plant with particular scrutiny of the kitchen and dining areas: meal plans, preparation and competency of staff; and monthly divisional progress reports.

Income, Agricultural Labor. 1942-1949. 1ff.

File covers employed agricultural laborers. It contains specific case studies, general reports, and legal restrictions.

Income, General. 1940-1953. 4ff.

Files cover employed minors; revolving fund credits; chicken businesses; evaluation of contribution or earnings in kind; contributions from responsible relatives dividend payments on insurance policies; income from land held in trust by the U.S. government; income from non-profit institutions; allotments to recipients of state aid by prisoners in road camps; allocation of a portion of an ineligible spouse's earnings to the recipient; interest income; lump sum payments; trust funds; room rentals; casual income; mortgage payments; eligibility of the Mojave Indians; exemption of insurance premiums as income; net income from timber, crops and livestock; taxes paid by a person other than the recipient; pooled aid payments within a family; retirement funds; control of married women's earnings (1951); agricultural and nursing service income exemptions (temporarily granted to recipients of OAS during the serious wartime labor shortages; the proposed mobilization of secondary school students for work in the harvests; and an appeal to recipients of public assistance to cooperate in the war effort).

Indians. 1951-1957. 2ff.

Files concern the U.S. withdrawal of Indian Welfare Services; the placement of Indian children in boarding and local schools; state procedures for granting public assistance and medical care to Indians.

Interpretation to Recipients of Reporting Responsibility. 1955. 1ff.
File contains information explaining the legal requirements and responsibilities to recipients reporting responsibility.

Institutional Status. 1946-1957. 1ff.
Subjects include: who can be admitted; which county; payments; health; and standard setting authority for institutions.

Institutional Status, Private Institutions. 1946-1957. 1ff.
File contains information on issues associated with private institutions.

Institutional Status, Public Medical Institutions. 1947-1957. 1ff.
File contains information on issues associated with public medical institutions.

Institutional Status, Senile. 1952-1956. 1ff.
File contains correspondence on issues associated with senile applicants for aid.

Insurance. 1940, 1942-1943, 1946-1953.
File considers determination of value; mode of payment; and life, disability and burial insurance coverage.

Investigator Class. 1949-1950, 1953, 1955. 1ff.
File contains a "Progress Report of the Central Information Section," (1955); job specifications and a Los Angeles Area field report.

Juvenile Courts. 1939-1942, 1947, 1949-1950. 1ff.
File contains information on payments and reimbursement.

Mismanagement – ANC. 1952-1953. 1ff.
File cites case history examples of misuse of funds by ANC recipients and proposes plans for payment and claiming of aid.

Needs, Ceilings for. 1954-1957. 1ff.
File contains ceiling allowances for boarding and nursing homes.

Needs, Dental Care. 1954-1957. 1ff.
File contains information on how much dental care should be allowed.

Needs, Determination of. 1949-1956. 2ff.
Files include a summary of the Region X Public Assistance Conference on Need Determination (September 24-25, 1951); a "Report on Experimental Project – Determination of Total Need" (1951); schedule and approval of plans for old-age

assistance and aid to the blind in the State of California; and standards, practices and special studies on the county, state, and federal levels (including consultation and staff discussion notes).

Needs, Fluctuating Medical Needs. 1955-1956. 1ff.

File contains a report to the California Legislature relative to health and medical needs of recipients of Old Age Security and Aid to the Blind.

Needs, Hearing Aids. 1950-1953. 1ff.

File contains memoranda looking at costs and needs of hearing aids.

Needs, Medical Care. 1941-1954. 5ff.

Files detail interpretations and opinions of various provisions of the California public assistance laws; payments during temporary hospitalization and leaves of absence from institutions; a Survey of Services and Facilities for Chronically Ill Welfare Clients in Sixteen California Counties (1948); the availability of medical care; determination of need for medical or nursing home care.

Needs – Special. 1941-1953. 2ff.

Files discuss excess need policies, trends and decision; cost-of-living increases; medical care; room and board allowances; housing and utilities, household equipment and repairs; automobiles; secured and unsecured debts; insurance; tax differentials; employed ineligible spouses; real property; and county reports on these needs.

Ninety-Day Provision. 1941-1942. 1ff.

File regards the disbursement of aid payments to recipients of public assistance by the first of the month following ninety days from receipt of application.

NOLEO – ANC. 1951-1953. 1ff.

File reviews the “Notification of Law Enforcement Officers Program” of cooperation between the SDSW, county welfare departments and district attorneys regarding the investigation of absent parents.

Old Age Survivors Insurance Benefits. 1939-1957. 1ff.

File contains a report on extension of old age survivor’s insurance benefits, who should receive benefits, and how much benefit is appropriate.

Osteopathic – Chiropractic Services. 1940, 1942-1945. 1ff.

File contains letters reviewing the requirements for osteopathic-chiropractic services.

Parolees. 1940-1943, 1947, 1954. 1ff.

File regards the eligibility of parolees from private and public institutions (mental hospitals in particular) for public assistance. See also above, Extramural Care.

Payments, Restricted. 1940-1957. 3ff.

Files contain information on collections, over-payments, adjustments, and appeals. It includes rules, examples, and specific case studies. File also contains a 1955 report to the legislature.

Personal Property. 1941-1957. 2ff.

Files record SDSW policies pertaining to the valuation of automobiles, autoettes (vehicles for the use of disabled and crippled persons), cemetery plots, carpentry tools, stored crops, postal savings accounts, foreign bank accounts, jewelry, deeds of trust, income tax refunds, household furniture and the like.

Personnel. 1941-1942. 1ff.

File concerns departmental difficulties in securing qualified civil service personnel and offers suggestions for filling positions vacated by defense calls.

Prevention of Blindness. 1945-1949. 1ff.

File related to the establishment of a prevention of blindness program, its activities, and relationship with the federal government and other state departments.

Public Institutions. 1940-1944. 1ff.

File focuses on a survey of state aid to the Aged and Blind in the Los Angeles area and proposes definitions of "public institution," and "inmate" thereof.

Real Property. 1939-1957. 2ff.

Subjects treated include: life estates; utilization of property; adjustments in amount of grant pending increases in assessed valuation; unpatented mining claims; delinquent taxes; community property and sale/transfer of property; conversion of real property; oil and mineral rights; searches and investigations; and transfers of real property.

Records, Confidential Nature of. 1940-1953. 1ff.

File regarding development of policy and legislation to protect the identity of assistance recipients in accordance with Section 118 of the Welfare and Institutions Code. File contains requests for disclosure from Grand Juries, immigration officials, FBI investigators, Military Intelligence and Selective Service Officers, and representative of penal institutions.

Reimbursements. 1940-1943. 1ff.

File contains correspondence on ANC reimbursements and collections.

Reinvestigations. 1940-1957. 2ff.

Files examine county procedures.

Rental Ceilings. 1946-1953. 1ff.

File examines high rental ceilings in counties.

Residence, County. 1939-1957. 3ff.

Files examine residence cost of living in different counties.

Residence, State. 1944-1953. 1ff.
File includes out-of-state cost of living (1949).

Responsible Relatives. 1940-1957. 1ff.
File documents the department's methods and procedures of determining the ability of responsible relatives to contribute to the support of applicants and designate the amount of aid, if any, to be granted.

Restorations. 1941, 1944-1950, 1952-1953. 1ff.
File contains correspondence for restoration of aid.

Retroactive Aid. 1942-1957. 1ff.
File contains correspondence related to retroactive aid payments.

School Attendance. 1941-1944, 1948, 1951. 1ff.
File contains correspondence related to aid and school attendance.

Self-Maintenance – Employment, Apprenticeship. 1953. 1ff.
Includes apprenticeship standards, locating apprenticeships, and apprenticeship learning.

Self-Maintenance – Employment, General. 1951-1957. 2ff.
Contains a report and correspondence about welfare recipients gaining employment.

Self-Maintenance – Employment, Summer Youth. 1955-1956. 1ff.
File includes a guide for youth jobs and how to handle youth as an employer.

Self-Maintenance – Employment, Vocational Rehabilitation. 1951-1957. 1ff.
File contains correspondence with regulations and techniques for vocational rehabilitation of the deaf.

Services. 1951-1957. 1ff.
File contains a report on services available to dependants for ANC families.

Servicemen's Dependents Allowances. 1942-1945. 1ff.
File contains correspondence on aid to dependents for servicemen.

Simplification in ANC. 1954. 1ff.
File includes a report by Mr. Wight to streamline ANC.

Sixty-Two and Sixty-four-year-old Persons – "Aged." 1949-1950. 1ff.
File concerns the implementation of Article XXVII (Proposition 2) which restricted OAS to those having reached age 65 and over.

State Letter #52. 1944-1946. 1ff.

File examines proposed changes in adjustment policies with particular application to retroactive aid and “current income.”

Stepfathers. 1947-1956. 1ff.

File surveys case histories regarding a stepfather’s ability to provide support.

Surplus Commodities. 1954-1957. 1ff.

File contains correspondence to counties in California alerting them of surplus commodities and their distribution for use.

Suspensions. 1940-1953. 1ff.

File contains an exchange of correspondence between the SDSW and the Federal Social Security Board regarding the conformity of proposed California Welfare legislation to the mandates of the Federal Social Security Act and its amendments.

Transportation – ANC. 1942, 1950-1953. 1ff.

File contains a review for reimbursements for transportation costs.

Trust Funds. 1941-1942, 1953. 1ff.

File deals primarily with the effect upon eligibility of Indian recipients for public assistance pursuant to verification of monies paid to Indians for rental or lease of land held in trust for them by the federal government.

Unborn Children – ANC. 1949-1952. 1ff.

File relates provisions of the ANC rules and regulations relating to assistance for the unborn child and stipulates a dual mode of payment: a flat rate basis for board and care (for the unmarried mother in a maternity home) or the family budget unit basis.

Unemployment Benefits-Insurance Contracts. 1941-1942, 1947. 1ff.

File relates to determining unemployment income benefits.

Vender Payments to Public Medical Institution. 1955-1957. 1ff.

File examines case studies determining when a payment for medical institution is required.

Veteran’s Services. 1945-1952. 1ff.

Files contain correspondence to the Veterans Administration inquiring about veteran’s benefits.

Volunteers. 1943. 1ff.

File reports on the utilization of volunteers (their qualifications and typical tasks) in response to the increased child care caseload occasioned by the employment of women in the war effort.

War Services – Civilian War Assistance. 1948-1950. 1ff.

File considers reports of expenditures from federal funds advanced for Civilian War Assistance and referrals of unattached repatriated refugee children from Europe. See also Central File, B 4.4, Bureau of War Services.

Youth Authority. 1943-1949. 1ff.

File concerns eligibility for ANC of paroled wards of the Youth Authority and cooperation with counties.

2. Reviews and Studies. 1954-1957. 12 file folders. R350.126. Box 171, folders 3-14.

Arranged alphabetically by subject.

Reviews and Studies files include letters, memos, outlines, minutes, forms, reviews, and studies. Reviews and studies are focused on county social welfare departments. Some reviews of note are: Alameda County review and administrative cost committee minutes, Administrative Cost Study; incapacitated parents and how this is determined by county, Incapacity Review; and characteristics of incapacitated parents from San Francisco, Santa Clara, Fresno, and San Bernardino counties regarding ANC parents, Incapacity Experiment. The Incapacity Experiment file folder also includes findings such as heart disease, vascular disease, average grant money, and suggested training for staff regarding incapacitated parents. Also of note, the Overpayments file folders contain overpayment, repayment, and determination of overpayment studies from L.A., Contra Costa, Kern, Tulare, Humboldt, Napa, San Mateo, Fresno, Orange, Siskiyou, and San Joaquin counties.

See below for a complete list of Reviews and Studies.

Administrative Cost Studies, 1954-1956 (1ff)

Incapacity Reviews, 1955-1957 (2ff)

Incapacity Experiment, 1954-1956 (1ff)

Incapacity Review Riverside Rehabilitation Study, 1956 (1ff)

Incapacity Review San Bernardino, 1955-1957 (1ff)

Incapacity Review Santa Barbara County, 1956-1957 (1ff)

Incapacity Review Madera, Solano, and Ventura Counties, 1956 (1ff)

Overpayment and Collections, 1954-1956 (2ff)

Processing of Aid to Needy Children Applications, 1956 (1ff)

Responsible Relatives Study for Old Age Security, 1954 (1ff)

3. Medical Consultants Files. 1936-1958. 60 file folders. R350.127. Box 171, folder 15 – Box 172, folder 30.

Arranged alphabetically by subject.

The Adoption File is RESTRICTED under the California Public Records Act Government Code, Section 7930.105 (formerly Gov. Code section 6276.02) (Confidentiality of Adoption Records).

The Medical Care for OAS and Excess Need Files are RESTRICTED under Government Code section 7927.7 (formerly Gov. Code section 6254(c)) because they contain private medical information.

Medical Consultant Files include opinions on court cases, minutes, rules, correspondence, suggestions, reports, and general remarks for improvements from consultants within or hired by the Department of Social Welfare. Topics of note researched by medical consultants include: publications received by departmental library and summary of publications, Bibliography; county organization and description of medical facilities and hospital plans organized by county, Medical Care Survey; function of the county medical consultant organized by county, Medical Consultant Functions; and reviews to determine whether families receiving ANC on the basis of incapacity of one or both parents are eligible to receive money, effectiveness of rehabilitation plans for incapacitated parents, and evaluation of administrative factors significant for rehabilitation planning, *Incapacity Reviews*.

See below for a complete list of Medical Consultant files.

Adoptions [**RESTRICTED**], 1945-1955 (1ff)
ANC Medical Meetings, 1954-1956 (1ff)
ANC Physical or Mental Incapacity, 1949 (1ff)
ANC Policy Correspondence, 1947-1952 (1ff)
ANC Study of Incapacitated Parent, 1954-1955 (1ff)
Aid to Needy Disabled, 1950-1952 (1ff)
Bibliography, 1953-1955 (1ff)
California Heart Association, 1954-1956 (1ff)
Chronic Disease Advisory Committee, 1947-1950 (1ff)
Contract Rest Homes, 1944-1949 (1ff)
Correspondence Improvements, 1944-1949 (1ff)
County Hospitals, 1936-1951 (1ff)
Crippled Children, 1945-1951 (1ff)
Dental Care, 1951-1952 (1ff)
Dept. of Education Bureau of Vocational Rehabilitation, 1944-1951 (1ff)
Dept. of Social Welfare Recruitment, Training, and Utilization Committee, 1956 (1ff)
Dept. of Social Welfare Work Plans, 1955-1956 (1ff)
Determination of Needs, 1951-1952 (1ff)
Division of Hospitals, 1936 (1ff)
Division of Progress Reports, 1941 (1ff)
Eyeglasses, 1950-1952 (1ff)
Guardianship, 1944-1945, 1952 (1ff)
Hospital Subvention, 1941-1952 (1ff)
Incapacity Review Alameda, 1956 (1ff)
Incapacity Review Butte, 1956 (1ff)
Incapacity Review San Joaquin, 1955-1956 (1ff)
Incapacity Review San Mateo, 1956 (1ff)
Incapacity Review Santa Barbara, 1956 (1ff)

Incapacity Review Solano, 1956 (1ff)
 Incapacity Review Stanislaus, 1956 (1ff)
 Incapacity Review Tulare, 1956 (1ff)
 Incapacity Review Ventura, 1956 (1ff)
 Indian Agency, 1947-1949 (1ff)
 Legislation, 1951-1952 (1ff)
 Medical Care, 1950-1954 (1ff)
 Medical Care Federal, 1949-1951 (1ff)
 Medical Care for OAS and Excess Need [**RESTRICTED**], 1941-1949 (1ff)
 Medical Care Survey Fresno County, 1946 (1ff)
 Medical Care Survey Humboldt County, 1946 (1ff)
 Medical Care Survey Los Angeles County, 1946 (1ff)
 Medical Care Survey Monterey County, 1946 (1ff)
 Medical Care Survey Orange County, 1946 (1ff)
 Medical Care Survey San Francisco County, 1946 (1ff)
 Medical Care Survey Shasta County, 1946 (1ff)
 Medical Care Survey Tuolumne County, 1946 (1ff)
 Medical Consultant Functions Alameda-Nevada, 1957-1958 (1ff)
 Medical Consultant Functions Orange-Yuba, 1957-1958 (1ff)
 Medical Needs and OAS Overpayment, 1951-1955 (1ff)
 Medical Problems Relating to OAS, 1953-1955 (1ff)
 Mid-Century Conference on Children and Youth in California, 1950 (1ff)
 Nursing and Boarding Homes Study, 1949 (1ff)
 Public Medical Institutions, 1949-1951 (1ff)
 Physically Handicapped Survey and Legislation, 1947-1949 (1ff)
 Riverside Rehabilitation Study, 1956 (1ff)
 Training Material, 1951-1956 (1ff)
 TB Association, 1940-1956 (1ff)
 TBF and CIF Policies, 1939-1949 (1ff)
 Veterans Administration, 1947-1951 (1ff)

Old Age Security

Old Age Security (OAS) began in 1929. County administration of OAS was supervised by the Bureau of Aid to Needy Aged which was included under the Division of Public Assistance. Initial aid from the program was so small that by June of 1932 only around 11,000 persons received any form of aid from the program with a maximum grant of \$30 per month. When the Federal Social Security Act became effective in 1936, the State Legislature modified OAS residence and age requirements to take advantage of newly available federal funds. The program continued to grow steadily until the early 1950s when it leveled off. In February 1954, OAS paid an average of \$69.11 a month to more than 271,000 recipients. By December 1, 1966, the basic monthly grant was increased to \$116.50 with a maximum available grant of \$181.50.

Old Age Security continued to be administered under the Bureau of Aid to Needy Aged in the Department of Social Welfare until the Department's dismantling in 1974. In 1974, AB 425 and AB 1950 effectively dissolved the Department of Social Welfare. The Department of Social Welfare combined with the Employment Development Department Division of Accounts and Collections and the Audit Section of the Department of Health to form the new Department of Benefit Payments.

1. Subject Files. 1931-1957, 1972-1973. 49 file folders. R350.128. Box 172, folder 31 – Box 174, folder 13.

Subject Files are arranged alphabetically by subject.

Subject Files include correspondence, reports, and letters that deal with different subjects related to Old Age Security. Subject files include examples on how to interpret related policies and bills. Also included in subject files are correspondence about specific recipients of Old Age Security and how their situation relates to the subject. Some files include the Department of Social Welfare coded number that corresponds with the related subject matter. Topics of particular note include: Guardianship; Appeals; Personal Property; and Property Transfer.

The entire Subject Files series, with the exception of the Responsible Relatives File, is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because of personal information interspersed within the records.

See below for a complete list of OAS subject files.

Aged, General, 1954-1957 (1ff)
Aid Payments, 1943-1952 (2ff)
Aid Payments [Disallowances], 1943-1953 (1ff)
Aid Payments [Out-of-State Medical Restorations], 1931-1953 (1ff)
Aid Payments [Other Dependents While in Institution, Payment Withheld], 1936-1953 (1ff)
Aid to the Disabled J1.7, 1957 (1ff)
Appeals, 1943-1953 (2ff)
Application Process, 1953-1957 (1ff)
Applications, 1940-1953 (1ff)
Children's Policies and Procedures [General], 1955-1957 (1ff)
Citizenship, 1940-1944 (1ff)
Deprivation [Absent Parent], 1954-1957 (2ff)
Deprivation [Incapacity], 1954-1956 (1ff)
Disallowance J16.82, 1954-1957 (2ff)
Eligibility, 1953-1957 (1ff)
Employment Possibilities/Guardianship, 1942-1953 (1ff)
Federal Financial Participation E14.12, 1954-1957 (1ff)
Federal Meetings B7, 1940-1957 (1ff)

- Guardianship J18, 1940-1957 (4ff)
- Hospitalization, 1942-1943 (1ff)
- Hospitals [County], 1954-1956 (1ff)
- Institutions, 1939-1953 (2ff)
- Institutional Status, 1944-1953 (2ff)
- Manual Material, 1944-1953 (1ff)
- Needs, Budgeting, 1943-1949 (1ff)
- Needs, Determination of, 1941-1949 (1ff)
- Needs, Hearing Aids, 1950-1953 (1ff)
- Needs, Housing/Ineligible Spouse, 1950-1953 (1ff)
- Needs, Medical Standards, 1940-1953 (1ff)
- Nursing Care, 1938-1953 (1ff)
- Property Liens/Life Estate, 1940-1953
- Personal Property, 1943-1953 (2ff)
- Property Real, 1939-1948 (1ff)
- Property Transfer, 1937-1953 (1ff)
- Property Transfer Without Compensation, 1931-1949 (1ff)
- Property Utilization, 1950-1953 (2ff)
- Residence, 1943-1953 (1ff)
- Residence [Non-county Aid/Transfer between Counties], 1943-1953 (1ff)
- Responsible Relatives, 1972-1973 (1ff)

2. Income Files. 1937-1957. 18 file folders. R350.129. Box 174, folder 14 – Box 175, folder 7.

Arranged alphabetically by subject.

Income files include correspondence, letters, and reports dealing with different income-related subjects for Old Age Security recipients. Income files include correspondence and reports interpreting policies and laws in general as well as specific examples taken from recipients of Old Age Security. Some topics of particular value include: Adjustments; Conversion of Personal Property; Pensions; Rentals; and Responsible Relatives.

The Income Files series is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because it contains personal information.

See below for a complete list of income files.

- Adjustments, 1943-1954 (2ff)
- Agricultural, 1943-1946 (1ff)
- Bank Accounts, 1940-1953 (1ff)
- Community, 1942-1954 (1ff)
- Conversion of Personal Property, 1940-1941 (1ff)
- Earnings, 1941-1952

Farm Income, 1939-1952 (1ff)
Inheritance, 1940-1946
General, 1939-1957 (3ff)
Insurance, 1942-1953 (1ff)
Pensions, 1937-1953 (1ff)
Property Resources, 1939-1953 (1ff)
Rentals, 1938-1953 (1ff)
Responsible Relatives, 1942-1953 (3ff)
Unemployment Insurance, 1938-1949 (1ff)

3. Coded Files. 1934-1969. 123 file folders. R350.130. Box 175, folder 8 – Box 177, folder 48.

Arranged alphabetically and then numerically by code.

Coded Files series is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because of personal information.

Coded Files include resolutions, memoranda, transcripts, correspondence, and letters related to Old Age Security. Coded files vary widely on topic and detail. One file of particular note is A2.24 which related to bills under consideration by the California Legislature that were of interest to the Department of Social Welfare. A2.24 has reports on advantages, disadvantages, and fiscal impacts on the proposed bills. Another file of interest is A6.2 which contains news releases from the Department of Social Welfare and a radio transcript titled, "Get Acquainted with your County Welfare Department—it is your Business: Program 2 Old Age Security." J13.12 Special Needs, contains the Old Age Security Manual and Letter #98 with revisions of manual of policies and procedures (1963). M3.11 Homemaker Services, includes "Group Methods Training Syllabus for Supervisors" and "Plan for Group Methods for County Welfare Departments." Also of note is file M3.2 Services [Placement Services, Profit-Making Services], which includes a report titled, "Psychosocial Factors in Housing for the Aged."

See below for a complete list of coded files.

A2.24 Bill Analysis, 1955, 1961-1969 (2ff)
A5.2 State/Federal Relationships, 1936-1957 (6ff)
A6.2 Public Relations, 1956-1961 (1ff)
A6.4 Speeches and Articles, 1958-1960 (1ff)
J1 Public Assistance [General], 1957-1959 (1ff)
J1 Simplification, 1964-1965 (1ff)
J1.7 Aid to Disabled, 1963-1964 (1ff)
J2 Application Process [General], 1963-1965 (1ff)
J2 Applicants from CA Residents Who are Outside CA, 1963 (1ff)
J2 Application Process [Time Lapse and Reasonable Promptness in Applications], 1964 (1ff)
J2 Application Process [Working Papers], 1963 (1ff)

J2 Application Process [Signing and Signatures], 1963 (1ff)
 J2 Application Process [Development of Modification in Application Process], 1964 (1ff)
 J2 Application Process [Patients in State Hospitals], 1964 (1ff)
 J3 Investigation, 1943-1952, 1965 (1ff)
 J4 Eligibility Provisions, 1964-1965 (1ff)
 J6.2 Physical and Mental Impairments, 1963-1965 (1ff)
 J7 Citizenship, 1943-1952 (1ff)
 J10 Responsible Relatives [Working Papers], 1961-1963 (1ff)
 J11 Residence [General], 1963-1965 (1ff)
 J12 Institutional Status [TB and General Medical Institutions], 1962-1965 (1ff)
 J12 Institutional Status [Action Rehabilitation Facility, Olive View Hospital, Weimar Medical Facility, and San Mateo Co. TB Sanatorium], 1964-1965 (1ff)
 J12.12 Institutional Status [Parolees], 1940-1952 (1ff)
 J12.12 Institutional Status [Leave of Absence], 1963-1965 (1ff)
 J13.1 Standard of Assistance, 1964-1965 (1ff)
 J13.1 Standard of Assistance [Questions from Homes and Organizations about Increase in Recipients Grants], 1965 (1ff)
 J13.12 Special Needs [Cost of Living/Manual Letter #98], 1950-1963 (3ff)
 J13.123 Special Needs [Shared Housing], 1963-1965 (2ff)
 J13.123 Special Needs [Relocation Adjustment Payments], 1964-1965 (1ff)
 J13.1231 Special Needs [Telephone], 1963-1966 (1ff)
 J13.1231 Special Needs [Yard Care], 1963-1965 (1ff)
 J13.126 Special Needs [Board and Room], 1950-1962 (1ff)
 J13.1261 Special Needs [Attendant Care], 1963-1966 (1ff)
 J13.12611 Special Needs [Maximum Rates for Out-of-Home Care], 1963-1965 (1ff)
 J13.127 Medical Debts, 1950-1953 (1ff)
 J13.127 Special Needs [Debts], 1963-1965 (1ff)
 J14 Content for Sale, 1940-1955 (2ff)
 J14.1 Property [Personal], 1955-1965 (1ff)
 J14.11 Burials, 1939-1953 (2ff)
 J14.13 Property [Insurance], 1965 (1ff)
 J14.14 Trust Deeds, 1956 (1ff)
 J14.15 Trust Agreements, 1966 (1ff)
 J14.2 Real Property, 1949-1964 (2ff)
 J14.2X Personal Property [Jewelry, Coins, and Mining Interests], 1954-1964 (1ff)
 J14.21 Life Estate, 1954-1965 (1ff)
 J14.22 Utilization, 1957-1962 (1ff)
 J14.23 Liens, 1962-1965 (1ff)
 J14.24 Property [Life Insurance], 1963 (1ff)
 J14.25 Property [Taxes, Tax Exemptions, etc.], 1961-1964 (1ff)
 J14.3 Transfer of Property, 1954-1964 (1ff)
 J15 Income [General], 1940-1956 (3ff)
 J15.22 Income [Spouse], 1963-1965 (1ff)
 J15.3 Earnings, 1958-1964 (1ff)
 J15.31 Net Income, 1965-1967 (1ff)
 J15.4 Income [Exempt], 1963-1965 (1ff)

J15.41 Income [Casual and Inconsequential], 1963-1965 (1ff)
 J15.5 Income [Insurance], 1963-1965 (1ff)
 J15.61 Income [Occupancy Value], 1963 (1ff)
 J15.62 Income [Rental], 1964 (1ff)
 J15.64 Income [Lump Sum], 1963 (1ff)
 J16 Aid Payments, 1952-1965 (3ff)
 J16.1 Amount of Aid, 1939-1953, 1964-1965 (1ff)
 J16.2 Aid Payments [Authorization Process], 1964 (1ff)
 J16.3 Aid Payments [Payments and Small Adjustments], 1965 (1ff)
 J16.41 Aid Payments [Aid after Death], 1934-1953, 1963-1965 (1ff)
 J16.6 Aid Payments [County Responsibility for Aid Payments], 1963 (1ff)
 J16.6 Aid Payments [County Responsibility for Assistance between Periods of MAA and OAS], 1963-1965 (1ff)
 J16.7 Aid Payments [Money Payment], 1940-1951 (1ff)
 J16.8 Aid Payments [Over/Under Payments], 1953-1965 (2ff)
 J16.81 Aid Payments [Adjustments], 1944-1953 (1ff)
 J16.83 Aid Payments [Retroactive Aids], 1953 (1ff)
 J16.84 Aid Payments [Repayments and Collections], 1963-1966 (1ff)
 J16.841 Aid Payments [Fraud], 1963-1965 (1ff)
 J16.9 Vendor Payments, 1954-1955 (1ff)
 J18 Guardianship, 1963-1965 (3ff)
 J18 Guardianship [Reports], 1964 (1ff)
 J19 Indians, 1963-1965 (2ff)
 J21 Transfer between Aid Programs [Inter-County and Inter-Program Transfers], 1965 (1ff)
 J21 Transfer between Aid Programs [OAS-MAA Same Month (AB 59)], 1963-1965 (1ff)
 J22.2 Surplus Commodity, 1955 (1ff)
 J22.3 Food Stamps [Basic Materials], 1962-1963 (1ff)
 K1 Medical Care [General], 1956-1965 (2ff)
 K1.3 Medical Care [MAA], 1963-1964 (1ff)
 K2.1 Medical Care [Identification Cards], 1965 (1ff)
 K2.21 Medical Care [Medical Care Only], 1958-1964 (1ff)
 K3 Medical Care [Facilities and Supervisors], 1963 (1ff)
 K3.13 Medical Care [Nursing Home Care], 1963-1964 (1ff)
 K5.3 Medical Care [Prosthetic Appliances, Prosthetic Nose], 1963 (1ff)
 K5.33 Medical Care [Refractions and Eye], 1963-1964 (1ff)
 K5.34 Medical Care [Hearing Aids], 1964-1965 (2ff)
 K5.4 Medical Care [Tuberculosis], 1966 (1ff)
 K5.6 Medical Care [Prepaid Medical Care], 1963-1965 (1ff)
 M1 Services, 1958-1967 (1ff)
 M1 Services [Out-of-State Information on Services], 1963 (1ff)
 M1 Services [AFDC], 1964-1965 (1ff)
 M2 Services [Casework, Counseling, and Caseloads], 1963-1965 (1ff)
 M3.11 Homemaker Services, 1963-1965 (1ff)
 M3.2 Services [Placement Services, Profit-Making Services], 1963-1965 (1ff)
 M4 Services [Retirement Housing], 1963-1965 (1ff)

M4 Services [Rules and Regulations for Apartments, Hotels and Dwellings], 1962-1963 (1ff)

M7 Services [Health], 1963 (1ff)

M10 Services [Volunteers], 1963-1964 (1ff)

Home Economic Unit

Home Economics was originally the responsibility of the Division of Public Assistance. In 1951, the Division of Public Assistance was reorganized and duties were placed under the new Division of Social Security. The Division of Social Security was responsible for the Bureaus of Aid to the Needy Aged, Aid to Needy Children, and Program Services Unit. Further responsibilities of the division also included: Home Economics (later, Home Economic Unit); Medical Social Work; Appeals; Training and Staff Development; and Field Review Evaluation.

1. Cost Schedules. 1939-1970. 58 file folders. R350.131. Box 178, folder 1 – Box 180, folder 7.

Arranged alphabetically by county and in reverse chronologically within the file folder.

The Cost Schedule is a coded simplification to calculate the minimum need budgets in Aid to Needy Children from 1939-1962 and Aid to Families with Dependent Children from 1963-1970. Subjects within the coded cost schedules included: individual allowance for food; clothing; personal needs; recreation; transportation; and housing utilities. The cost schedule explains different allowances for employed adults, unemployed adults, older male teenagers, younger male teenagers, female teenagers, children, and infants. Also included are increases in monthly food allowances for medical conditions such as diabetes, pregnancy, or adults and children with low sodium.

2. Nutrition Files. 1940-1953. 17 file folders. R350.132. Box 180, folders 8-24.

Arranged alphabetically by subject.

Nutrition Files contain correspondence and reports examining specific institutions or programs designed to promote better health. Reports and correspondence within the nutrition files include subjects on: meal costs; the amount of calories within each meal; nutrients within the meal; recipes; and meal schedules.

See below for a complete list of nutrition files.

Aged Institutions, 1944-1952 (2ff)

Children's Institutions and Day Nurseries, 1943-1951 (8ff)

Commodity Distribution, 1940-1942 (1ff)

Correspondence, 1940-1953 (1ff)

Maternity Homes, 1947-1949 (1ff)

Parent-Child Homes, 1942-1947 (1ff)
State Relief Administration, 1940-1941 (1ff)
Wartime Civilian Assistance and Service Program, 1942-1946 (1ff)
Work Projects Administration, 1941-1942 (1ff)

3. Subject Files. 1939-1970, bulk 1939-1957. 9 file folders. R350.133. Box 180, folders 25-33.

Arranged alphabetically by subject.

Subject Files include correspondence, reports, letters, and brochures that deal with specific subjects related to the Home Economic Unit. Subjects of particular importance are the Woodland Japanese Evacuation during World War II, Steps in Evaluating State Pricing, and the Aid to Needy Children History.

See below for a complete list of Subject Files.

Aid to Needy Children History, 1939 (1ff)
ANC Cost Schedule Computing Instructions, 1939-1954, 1959 (2ff)
Ineligible Spouse Budget, 1952-1957 (1ff)
Original Pricing Set-up, 1939-1940 (1ff)
Pricing, General, 1955-1967 (1ff)
Steps in 1966 State Wide Pricing, 1966 (1ff)
Steps in 1970 AFDC Cost Schedule, 1970 (1ff)
Woodland Japanese Evacuation, 1942 (1ff)

Bureau of Aid to the Needy Disabled

The Bureau of Aid to the Needy Disabled was first created on October 1, 1957, under the Division of Social Security. Based on amendments to the 1950 Federal Social Security Act, the program provided assistance and related services up to a maximum of \$105 for individuals permanently impaired or totally disabled. Individuals needed to have a major physical or mental impairment without a chance for substantial improvement. On January 1, 1965, persons unemployable because of a physical or mental impairment were added to the list of eligible candidates to receive aid. The Aid to the Needy Disabled program was a part of the Division of Social Security until 1961, when it was combined with the Old Age Security Program to form the Aged or Disabled Division. This Division, in turn became the Adult Services Division in 1965. Under the Adult Services Division was formed the Disabled Services Bureau. In 1970, the Bureau was called the Aged and Disabled Bureau under the Income Maintenance Division of the Program Services Branch.

1. Coded Files. 1957-1968. 114 file folders. R350.134. Box 181, folder 1 – Box 185, folder 11.

Arranged alphabetically and then numerically by code.

Coded Files include letters received and copies of letters sent, reports, manuals, policy statements, memoranda, studies, and meeting minutes. Coded files from the Bureau of Aid to the Disabled vary widely between topics and detail. Some topics of note include: the various Reviews and Studies (B18); the History of ATD (B2); Physical and Mental Impairment (J6.2); Indians (J19); Medical Devices (K5); Mental Services (M7.2); and Red Cross (M10).

See below for a complete list of Coded Files.

A2.21 State Legislation, Bills, 1962-1967 (1ff)
A5.5 Relationships, Associations, 1962 (3ff)
B2 History, 1962 (1ff)
B5.1 Manuals and Handbook, Recodification, 1957-1966 (2ff)
B6.2 Activity plans on Work Plans and Activity Reports, 1959-1968 (2ff)
B7 ATD Advisory Committee, 1957-1958, 1960-1962 (4ff)
B18 Reviews and Studies, Adequacy of Grants Study, 1954-1961 (2ff)
B18 Reviews and Studies, Advisory Committee on Medical Care Policy, 1958 (1ff)
B18 Reviews and Studies, ATD Medical Care Study, 1958-1960 (1ff)
B18 Reviews and Studies, ATD Rehabilitation Study, 1961 (1ff)
B18 Reviews and Studies, General ATD Studies, 1958-1968 (2ff)
B18 Reviews and Studies, Guardianship Study, 1958 (1ff)
F1 General, 1967 (1ff)
G1 General, 1967 (1ff)
J1-J1.7 Public Assistance, 1958-1962 (4ff)
J2 Public Assistance Application, 1958-1962 (1ff)
J3.1 Discrimination, 1961 (1ff)
J4 Eligibility, 1958-1965 (2ff)
J5 Persons Under 65 Years, 1961-1965 (2ff)
J6.2 Physical and Mental Impairment, 1957-1964 (8ff)
(One file folder on meeting minutes)
J7 Citizenship, 1958-1961 (1ff)
J9 Self Maintenance, 1959-1965 (2ff)
J10 Responsible Relatives, 1959-1961 (2ff)
J11 Residence, 1963-1965 (2ff)
J12 Institutional Status, 1958-1965 (2ff)
J12.12 Institutional Status: Leave of Absence, 1965-1968 (1ff)
J13 Needs, Miscellaneous, 1957-1965 (4ff)
J13.12 Cost of Living Increase, 1965-1967 (1ff)
J13.123 Housing and Utilities, 1958-1967 (2ff)
J13.125 Transportation, 1963-1965 (1ff)
J13.126 Board /Room/ Personal Care, 1963-1965 (1ff)
J13.1261 Attendant Care Services, 1958-1965 (3ff)
J13.12611 Out of Home Care, 1964-1968 (1ff)
J13.127 Debts: Non-Medical Seeking Attention, 1966 (1ff)

- J14 Property, 1959-1965 (2ff)
- J15 Income, 1959-1965 (2ff)
- J15.22 Income and Spouse, 1963-1966 (1ff)
- J16 Aid Payments, Miscellaneous, 1958-1965 (2ff)
- J16.5 Aid Payments, Beginning Date, 1963-1965 (1ff)
- J16.6 Aid Payments, Intercounty Transfers, 1964-1965 (1ff)
- J16.7 Aid Payments, Money Management, 1963-1967 (1ff)
- J16.8 Aid Payments, Over/Under Estimates, 1964-1967 (1ff)
- J17 Appeals and Complaints, 1958-1966 (6ff)
- J18 Guardianship, 1958-1965 (2ff)
- J19 Indians, 1958-1965 (2ff)
- K1 Medical Care, General, 1958-1965 (2ff)
- K1.3 Medical Assistance to the Aged, 1961-1967 (2ff)
- K2 Medical and Drug Bills Payments, 1959-1962 (1ff)
- K2.1 Medical Care: ID Cards, 1964-1967 (1ff)
- K3 Medical Services and Facilities, 1958-1965 (2ff)
- K4 Examinations and Treatments, 1958-1965 (2ff)
- K5 Medical Devices and Special Provisions, 1962-1966 (2ff)
- M1 Services General, 1964-1968 (1ff)
- M1.34 Services Field Visits, 1964-1968 (1ff)
- M1.35 Services Case Plans, 1963-1964 (1ff)
- M2 Services Case Work and Counseling, 1964-1965 (1ff)
- M3 General Services, 1958-1968 (2ff)
- M3.2 Services: Out of Home, 1963-1967 (2ff)
- M4 Homes, 1962 (1ff)
- M5 Services: Work Experience, 1964-1967 (1ff)
- M7.2 Services: Mental, 1964 (1ff)
- M10 Red Cross, 1958-1961 (1ff)
- M11 Rehabilitation, 1958-1966 (3ff)
- M12 Service Centers, 1966-1967 (1ff)

2. General Files. 1957. 2 file folders. R350.135. Box 185, folders 12-13.

Arranged chronologically by date.

General Files contain correspondence, memoranda, policy statements, progress reports, and general information packets related to a variety of topics associated with the Bureau of Aid to the Disabled. Some topics of note include: reporting procedures; Bureau functions, responsibilities, and authority; intake process for an ATD application; information for prospective applicants; correspondence between ATD and the U.S. Department of Health, Education, and Welfare; history of ATD; budgeting; policy questions and answers; and prosthetic appliances allowable as a special need in ATD.

Division of Child Welfare

In 1942, Lucile Kennedy became the Chief of the newly formed Division of Child Welfare. The Division included the Bureaus of Adoptions, Boarding Homes and Institutions, and Child Welfare Services. The Bureau of Adoptions main purpose was to create and interpret policies and regulations regarding licensing and supervision of public and private agencies placing children for adoption. The Bureau of Boarding Homes and Institutions was responsible for creating and interpreting policies regarding inspection and licensing of boarding homes for aged and children. The Bureau of Child Welfare Services which was a Division from 1936-1942, was responsible for formulating and interpreting policy for the use of federal Child Welfare Services funds, developing annual plans for the use of Child Welfare Services funds, and managed liaison with schools, other state agencies, and other bureaus in the department for over-all development of child welfare programs.

In 1962 the Division was renamed the Family and Children Division. The Bureau of Adoptions was renamed the Bureau of Adoptions and Licensing and the Bureau of Child Welfare Services absorbed the responsibilities of the Aid to Needy Children Program and became the Family Services Bureau. In 1969, the Family and Children Division was renamed the Social Services Bureau and took on greater responsibilities. The new Social Services Division included the Adult Services Bureau, Family Services Bureau, and Adoptions and Foster Care Bureau.

Division of Child Welfare Services (1936-1960) and Family Services Bureau (1960-1969)

A Division of Child Welfare Services was first formed in 1936, consolidating and reorganizing programs dating back to a Children's Department under the State Board of Control (Statutes of 1913, Chapter 323) and a Bureau of Children's Aid under the Department of Finance (Statutes 1921, Chapter 603). The division was largely funded by the United States Department of Labor and was responsible for advising local workers in rural areas regarding case work problems. In 1942, the Division of Child Welfare Services became a bureau under the new Division of Child Welfare along with the Bureaus of Adoption and Boarding Homes and Institutions (SDSW Biennial Report, 1942-1944, P. 6). The Division remained relatively unchanged until 1962, when it was renamed the Family and Children Division. The Bureau of Child Welfare Services absorbed the responsibilities of the Aid to Needy Children Bureau and was renamed the Family Service Bureau under the new Division. The Bureau of Adoptions and Licensing was also included in the new Division. This new Division and its Bureaus were placed under the Program Development Office. In 1969, another departmental reorganization changed the Family and Children's Division to the Social Services Division. The new Division took on greater responsibilities including adult services.

Because the records of the Division of Child Welfare Services, Bureau of Child Welfare Services, Division of Child Welfare, and Family Services Bureau are essentially a continuation of each, these records are grouped together as one sub-sub record group under the Division of Child Welfare. Records just pertaining to the Family Service Bureau are found under that sub-sub record group.

1. Annual Child Welfare Services Plans. 1936, 1938-1939, 1941-1956, 1959-1960, 1962-1965, 1968-1972. 31 file folders. R350.136. Box 185, folder 14 – Box 187, folder 2.

Arranged chronologically by date.

Annual Child Welfare Service Plans include annual plans and supplements as submitted to the U.S. Children's Bureau as part of annual budget requests. Funds administered by the SDSW were employed in cooperation with public welfare agencies in establishing, extending, and strengthening welfare services for the protection and care of homeless, dependent, neglected children and children in danger of becoming delinquent. The annual plans and supplements document: the State's administration of Child Welfare Services; conformity with provision of the Social Security Act; state and county welfare agency organizations and plans; and evaluations of said plans and funds requested.

2. Correspondence, General. 1955-1966. 7 file folders. R350.137. Box 187, folders 3-9.

Arranged chronologically by date, then with specific county project reports after the general CWS plans.

Correspondence files contain letters received, copies of letters sent, memoranda, reports, meeting summaries and other records concerning county requests for funds, plan proposals and development, special and cooperative project proposals, cost estimates, availability and allocation, budget revisions and implementation and application of procedures in relation to the adoption and implementation of State and County annual Child Welfare Services plan. Selected samples of county quarterly reports of program services, visitation reports, and miscellaneous county project reports include the years 1959-1961.

3. U.S. Children's Bureau Correspondence. 1936-1969. 26 file folders. R350.138. Box 187, folder 10 – Box 188, folder 14.

Arranged chronologically by date.

U.S. Children's Bureau Correspondence files include letters received, copies of letters sent, memoranda, minutes and meeting summaries, reports, statistics and other records concerning CWS/FCD administration of federal funds for children's programs. This series includes various fiscal records relating to annual budget requests, including: quarterly estimates of proposed expenditures and reports of obligations incurred; budget augmentation and amendment requests; approval reports of grant payments; etc. Files also include information on the development, adoption, and implementation of annual State and County Child Welfare Services Plans; WWII-related demands for day care services for children of working mothers and special problems of children brought about by wartime conditions; postwar planning; interstate and inter-county adoptions, with particular reference to children of German, Irish, Hungarian, Korean, and Cuban

ancestry; problems of staff recruitment; federal and state legislation relating to child welfare; special and community cooperation projects and programs; samples of individual case studies and referrals; and statistical reports on children receiving assistance and other subjects.

4. Project Files. 1947-1948, 1953-1963. 50 file folders. R350.139. Box 188, folder 15 – Box 190, folder 16.

Arranged by classification and alphabetically and/or chronologically thereunder.

Under Part 3, Title V, of the Social Security Act, the U.S. Department of Health, Education and Welfare allocated funds for in-service training projects for social workers and others involved in child welfare activities, for cooperative projects in local communities, and for special projects for all agencies involved in services to children.

Project files may contain letters received, copies of letters sent, memoranda, agendas, minutes, programs, proceedings, project proposals, interim and fiscal reports. See specific classification below for a complete description of project files.

(1) Training Projects. 1953-1963. 15ff. Files include or relate to county training projects, including conferences, institutes and workshops, for staff development or exploration of problems in such areas as child placement, foster care, institutional licensing; California Association for Health and Welfare, State-County and local social planning council cooperation; 1958, 1962-1963; California Citizens Adoption Committee studies of and workshops on various adoption programs, 1960-1963; Child Placement Institute, 1959-1960; Day Care Workshop, 1958-1960; Day Care Nurseries in Imperial County, training of staff, 1958-1962; General Training Projects, 1953-1963; Individual Contractors including "Los Angeles County Probation Department Placement Study," 1961 and "Report on Day Care Needs for Children of Seasonal Agricultural Worker," 1962; Institute on Unwed Parenthood, services for the unmarried mother and her child, 1953-1954; Licensing Workshop Services, 1957-1960; Probation Officers Indoctrination Workshop, 1953-1958; Residential Child Care, 1959-1962; and Supervisory Seminars for County Supervisors, 1961-1963.

(2) Special Projects. 1947-1948, 1955-1963. 18ff. Files include or relate to projects of Alameda County study of individualized services for children, 1959-1962; Camping programs for children of public assistance families, 1961; Case Management Program, 1959-1961; Child Welfare Counseling, California Institute for Women, 1960-1963; Cost Accounting in Children's Institutions, 1959-1962; General Special Project, 1947-1948, 1959-1963; Illegitimacy Problems, 1962-1963; Joint Recruitment Project for Adoptions Agencies of Minorities, 1955-1959; Neighborhood Youth Association, changing the behavior of hostile delinquency in adolescents, 1956-1962; Reservation Indian Children, San Diego, 1958-1959; San Francisco Area Adoption Coordinator and centralized exchange program, 1959-1963; Santa Clara County Survey Committee on Children and Youth, survey of needs, 1959-1960; and Statistical Reporting, obtaining of better data for local use in programming, interpretation and staffing, 1959-1961.

(3) Cooperative Projects. 1956-1963. 17ff. Files include or relate to Alameda County Homemaker Service Agency, 1959-1963; Family Services Association of San Diego, group counseling, 1961-1962; Imperial County, pediatric services, 1957-1961; Los Angeles area homemaker service, 1958-1963; Riverside County homemaker service, 1959-1963; San Bernardino, counseling services to children of parents involved in divorce proceedings, 1957-1963; San Diego County, Child Welfare Services, 1956-1961; San Joaquin County, services to neglected and dependent court wards, 1961-1962; and Santa Barbara city schools, children with problems, 1958-1961.

5. B5.1 Manuals and Handbooks. 1956, 1962-1969. 8 file folders. R350.140. Box 190, folder 17 – Box 191, folder 5.

Arranged alphabetically by subject title. The file folder for the 1956 manual for Child Welfare Services is arranged first within the series followed by the subject titles of the other file folders.

Manuals and Handbooks files include letters, proposed drafts, meeting minutes, and reports related to manual changes. Correspondence, reports, and minutes within the series refer to specific new changes, recommendations, proposed drafts, and complaints. Some of the reports and correspondence are interdepartmental while other complaints and recommendations are from the general public as well as other private and public institutions.

See below for a complete list of manual files.

Child Welfare Services Manual, 1956 (1ff)
Adoptions Manual Revisions, 1969 (1ff)
Boarding Home Manual, 1964-1965 (1ff)
Day Nursery Manual, 1962-1967 (1ff)
Day Nursery Manual Changes, 1967 (1ff)
Day Nursery Regulation Changes, 01/1968-06/1968 (1ff)
Day Nursery Regulation Changes Complaints and Correspondence from Public Hearings, 1969 (1ff)
Day Nursery Regulation Changes Material for Public Hearings, 07/1968-12/1968 (1ff)

6. B7 Committees and Scheduled Meetings Files. 1958-1970. 10 file folders. R350.141. Box 191, folders 6-15.

Arranged alphabetically by name of committee or meeting title.

Code B7 Committees and Scheduled Meetings Files may contain letters received, copies of letters sent, memoranda, agendas, minutes, meeting summaries, reports, and related records. See below for specific topics and a description of those files.

- (1) General. 1965-1968. 1ff. File includes or relates to lists of committees and departmental representation on and miscellaneous records relating to meetings, conferences, and committee activities.
- (2) Advisory Committees. 1958-1968. 6ff. Files include or relate to meetings and activities of Advisory Committees on Day Care, 1961-1965, 1967; Development Centers for Handicapped Children, 1965-1967; Governor's Advisory Committee on Children and Youth, 1958-1968; and Pilot Child Care Centers for Mentally Retarded and Physically Handicapped Children, 1959-1962.
- (3) Federal Meetings. 1962-1968. 1ff. File relates to monthly and special meetings with federal agencies, principally HEW, to plan, coordinate, and implement programs involving federal assistance and funding.
- (4) Public Hearings. 1968-1970. 1ff. File relates to background information and have papers concerning public hearings on proposed revisions of regulations.
- (5) Task Forces. 1968-1970. 1ff. Miscellaneous records of various task forces dealing with implementation of federal and state legislation and other programs.

7. B18 Reviews and Studies. 1959, 1968. 1 file folder. R350.142. Box 191, folder 16.

Series contains single folder.

File contains a "Study of Some Characteristics of Staff with Licensed Day Care Nurseries," 1959; and a "Survey of Social Services in Sacramento County Department of Social Welfare," 1968.

8. B35 Project Grant Files. 1968-1970. 4 file folders. R350.143. Box 191, folders 17-20.

Arranged by grant name and chronologically thereunder.

Project Grant Files may include memoranda, project proposals, and reports on special grant programs in subject areas of child support, institution, and subsidies. Includes separate files on projects relating to the use of AFDC families for foster family care, Alameda County, 1968-1969; By-Home Child Care, San Diego County, 1969; and Kennedy Child Study Center study on mental retardation, Santa Monica, 1968.

9. G1-G7 Licensing and Certification Files. 1949, 1955-1968. 6 file folders. R350.144. Box 191, folder 21 – Box 192, folder 3.

Arranged by departmental alpha-numeric coding system.

Licensing and Certification (Code G1-G7) Files include letters received, copies of letters sent, memoranda, minutes, meeting summaries, reports and other records relating to

SDSW jurisdiction over licensing of day care facilities for the aged (G1.1); life care facilities (G1.11); children's homes, day care, day nurseries, and infant care. (G1.2); licensing jurisdiction issues between SDSW, SDPH, and county agencies (G5); licensing and certification standards, policies, procedures, and regulations (G7); building requirements (G7.21) and fire safety requirements (G7.231).

10. H1 Adoptions File. 1963-1968. 1 file folder. R350.145. Box 192, folder 4.

Series contains single file folder.

Code H1 Adoptions file includes letters received, copies of letters sent, and memoranda regarding inter-county and interstate adoptions, single parent adoptions, individual care histories, and SDSW coverage of adoption services during March 1967, study by Sacramento County social workers.

11. J1-J19 Public Assistance Files. 1962-1968. 7 file folders. R350.146. Box 192, folders 5-11.

Arranged by departmental alpha-numeric coding system.

Public Assistance (Codes J1-J19) Files contain letters received, copies of letters sent, memoranda, press releases, departmental bulletins, reports and other records relating to public assistance. Topics include: general (J1); AFDC – income exemptions, eligibility, absent parent contributions, board and care rates, proposed legislation, assistance to families of striking social workers (1967), operations of Synanon, and a separate file regarding implementation and impact of AFDC freeze, 1968 (J1.5); assistance to victims of violent crimes and transfer of jurisdiction to Board of Control in November 1967 (J1.8); needs - development of standards and regulations for standards of assistance, basic and special needs, housing, medical care, and transportation. (J13); payments - amount, maximum base and overpayment adjustments (J16); money management and protective payments (J16.7); fraud, including report on Governor's Fact Finding Conference on Welfare Fraud, July 10, 1967 (J16.841); appeals and complaints review of fair reasoning decisions (J17); and Indians – SDSW services and U.S. Bureau of Indian Affairs Recreation Center Program (J19).

12. K1 Medical Care File. 1965-1967. 1 file folder. R350.147. Box 192, folder 12.

Series contains single file folder.

Medical Care (Code K1) File contains memoranda, meeting summaries, reports and related records concerning development and implementation of the State's plan for medical assistance for AFDC and other welfare recipients outside Medi-Cal coverage.

13. M1-M12 Services in Public Welfare Files. 1954-1968. 17 file folders. R350.148. Box 192, folders 13-29.

Arranged by departmental alpha-numeric coding system.

Services in Public Welfare (Codes M1-M12) Files may include letters received, copies of letters sent, memoranda, departmental bulletins and circular letters, meeting summaries, reports and related records concerning general development and adoption of services to be provided and corresponding policies, regulations and guidelines (M1); School Lunch Program – eligibility of and application to AFDC recipients (M1.23); Services in public assistance – required, recommended and cooperative services, and standards (M1.3); family planning counseling (M2.15); protective services – guardianship of minors and mentally retarded children, child neglect and abuse, papers delivered at 1954 Governor’s Conference on California Children and Youth, Section on Guardianship and Adoption, conferences and workshops on protective services for children, and review of county programs (M3); homemaker services – county program proposals and implementation (M3.11); day care – day care and day nursery standards, Federal interagency requirements for day care, services for migrant children, county day care centers, and services for children of parents in training programs (M3.23); work experience and training – program proposals, organization and evaluation, including “Report of Findings on California Community Work and Training Program,” 1965, and “Job-Training and the Welfare Recipient: an Evaluation of California’s Community Work Experience and Vocational Training Program”, 1967 (M5, M5.1); work experience and training under Title V of the 1964 Economic Opportunity Act – program proposals and analyses on use of funds (M5.2); compensatory preschool education – introduction, passage, implementation, and analyses of Unruly Preschool Compensatory Education Program (AB1331, 1965), cooperation with Department of Education and county programs (M5.33); school drop-outs (M5.35); Work Incentive Program (M5.4); farm labor referrals – Department Bulletin 644, emergency measure adopted 5/24/65, to provide an incentive to unemployed parents to accept employment in farm labor which was to reduce welfare costs and alleviate farm labor shortages due to termination of Bracer’s Program (M6.11); and service centers – coordination of government services through establishment of service centers in poverty areas (M12).

Bureau of Aid to Families with Dependent Children

In 1968, the Bureau of Aid to Needy Children merged with several other programs, creating the Bureau of Aid to Families with Dependent Children. Assistance to Children was initiated in California as early as 1855. Aid to Needy Children was one of the earliest bureaus in the Department of Social Welfare. For a longer history of Aid to Needy Children in California and the Department see the sub-records group, *Bureau of Aid to Needy Children*.

1. Coded Files. 1962-1974, bulk 1968-1974. 139 file folders. R350.149. Box 194, folder 1 – Box 199, folder 12.

Arranged by departmental alpha-numeric coding system.

Coded Files contain correspondence, memoranda, reports, studies, statistics, opinions, and procedure policies. Coded files vary widely from topic and detail. Files in this series show the different policies, procedures, and subjects important to the Bureau of Aid to Families with Dependent Children. Some topics of note include: Federal-State Relationships, A5.2; Foster Care Rates, F2; Eligibility, J4; Absent Parents, J8.1; Unemployed Parents, J8.4; Responsible Relatives, J10; Exempt Income, J15.4; County Child Care Plan, M3.23; and Work Incentive Program (WIN), M5.4.

See below for a complete list of Coded Files.

A2.3 Conformity Issues, 1969-1974 (2ff)
A3.3 Opinions of Attorney General, 1971-1974 (1ff)
A3.4 Opinions of the SDSW Legal Advisor, 1970-1974 (1ff)
A5.1 Interdepartmental Relationships, 1968-1974 (1ff)
A5.1 Interdepartmental Relationships [Health and Welfare Agency], 1968-1974 (1ff)
A5.1 Interdepartmental Relationships [Dept. of Health Care Services], 1968-1972 (1ff)
A5.2 Federal-State Relationships, 1968-1974 (5ff)
A5.2 Federal-State Relationships [State Letters], 1968-1974 (1ff)
A5.3 County Relationships, 1971-1974 (2ff)
A5.5 Associations and Agencies [General], 1968-1973 (1ff)
A5.5 Associations and Agencies [American Public Welfare Association], 1973-74 (1ff)
A5.5 Associations and Agencies [County Welfare Director's Associations], 1968-73 (1ff)
A5.5 Associations and Agencies [Legal Societies], 1968-1974 (1ff)
B7 Meeting Files, 1966-1968 (3ff)
F2 Foster Care Rates [Protective Services], 1962-1968 (2ff)
F4 Foster, 1962-1964 (1ff)
F4.7 Illegitimacy, 1962-1968 (1ff)
G1 Licensing [Boarding Homes and Institutions], 1968-1970 (2ff)
G7.111 Fees and Rates of Licensed Facilities, 1968-1974 (1ff)
H1 Adoptions [General], 1970-1974 (1ff)
J1 Public Assistance [General], 1968-1972 (1ff)
J1 Public Assistance [Legal Abuses], 1969 (1ff)
J1 Public Assistance [Welfare Reform], 1969-1974 (1ff)
J1 Public Assistance ["Meeting the Challenge"], 1971 (2ff)
J3 Investigations, 1968-1970 (1ff)
J4 Eligibility, 1968-1972 (2ff)
J4.2 Eligibility [Medically Needy], 1968-1972 (1ff)
J5 Age, 1968-1974 (1ff)
J6 Physical and Mental Impairment, 1969-1971 (1ff)
J7 Citizenship, 1968-1973 (1ff)
J8 Deprivation, 1968-1970 (1ff)
J8.1 Absent Parents, 1968-1974 (1ff)
J8.1 Absent Parents [Central Registry], 1968-1971 (1ff)
J8.1 Absent Parents [Overview of the Absent Parent], 1962-1965 (1ff)
J8.1 Absent Parents [Questions on Locating AFDC Absent Parents], 1970-1971 (1ff)
J8.3 Relinquishment for Adoption, 1968-1971 (1ff)

J8.4 Unemployed Parents, 1968-1974 (3ff)
 J8.41 Migratory or Seasonally Employed, 1968-1970 (1ff)
 J8.41 Aid to Families of Striking Workers, 1968-1971 (1ff)
 J9 Self Maintenance, 1970-1973 (1ff)
 J10 Responsible Relatives [General], 1968-1973 (1ff)
 J10 Responsible Relatives [Child Support Services], 1968-1971 (2ff)
 J10 Responsible Relatives [M.A.R.S.], 1968-1970 (1ff)
 J10 Responsible Relatives [Plan of Cooperation, General], 1969-1970 (1ff)
 J10 Responsible Relatives [Plan of Cooperation, County Questionnaire], 1970 (2ff)
 J10 Responsible Relatives [Plan of Cooperation, A-Z], 1969-1971 (1ff)
 J10 Responsible Relatives [Plan of Cooperation, D.A.'s San Bernardino-Sierra], 1969-1971 (1ff)
 J10 Responsible Relatives [Plan of Cooperation, D.A.'s Siskiyou-Yuba], 1969-1971 (1ff)
 J11 Residence, 1967-1974 (2ff)
 J12 Institutional Status, 1968-1972 (1ff)
 J13.1 Standard of Assistance, 1968-1989 (1ff)
 J13.1 Standard of Assistance [Cost of Living AFDC Grant Issue], 1970 (1ff)
 J13.1 Standard of Assistance [AFDC Maximum Participation Base], 1967-1968 (1ff)
 J13.111 Family Budget Unit, 1968-1974 (1ff)
 J13.12 Special Needs, 1968-1973 (1ff)
 J13.123 Housing and Utilities, 1968-1970 (1ff)
 J13.123 Unmet Shelter Needs, 1968-1971 (1ff)
 J13.125 Transportation, 1968-1971 (1ff)
 J13.126 Room and Board [Personal Care], 1968-1971 (1ff)
 J13.128 Work and Training Related Expenses, 1968-1971 (1ff)
 J14 Property, 1968-1970 (1ff)
 J14.2 Property [Provisions], 1969-1971 (1ff)
 J15 Income, 1968-1974 (2ff)
 J15.2 Contributions, 1968-1974 (1ff)
 J15.24 Supplementation, 1969-1972 (1ff)
 J15.3 Earnings, 1968-1974 (1ff)
 J15.4 Exempt Income, 1968-1973 (4ff)
 J15.4 Exempt Income [Conservation of Child Income], 1968-1971 (2ff)
 J15.4 Exempt Income [Work Related Expenses], 1969-1974 (1ff)
 J15.5 Social Insurance Benefits, 1968-1973 (1ff)
 J15.6 Property Resources, 1968-1972 (1ff)
 J15.8 Allocation of Income, 1968-1972 (1ff)
 J16 Aid Payments, 1962-1974 (1ff)
 J16.1 Amount of Aid, 1968-1974 (1ff)
 J16.12 Budget Planning Period, 1962-1973 (1ff)
 J16.3 Warrants, 1968-1973 (1ff)
 J16.4 Payee, 1969-1971 (1ff)
 J16.5 Beginning Date of Aid, 1968-1971 (1ff)
 J16.6 County Responsibility for Aid Payments, 1968-1974 (1ff)
 J16.7 Money Payment Principle, 1968-1972 (2ff)
 J16.8 Overpayments and Underpayments, 1968-1972 (1ff)

J16.81 Adjustments, 1968-1972 (1ff)
 J16.841 Fraud, 1968-1973 (1ff)
 J17 Appeals and Complaints, 1968-1973 (1ff)
 J19 Indians, 1968-1970 (1ff)
 J22 Related Programs, 1969-1973 (1ff)
 K1 Medical Care, 1968-1974 (2ff)
 L1 Food Stamp Program, 1968-1973 (1ff)
 M1 Services in Welfare, 1968-1974 (1ff)
 M3 Protective Services, 1968-1974 (1ff)
 M3.23 County Child Care Plan [Organized by County], 1972 (4ff)
 M3.23 County Child Care Plan [Children's Centers], 1969-1972 (1ff)
 M5 Work Experience and Training, 1968-1974 (2ff)
 M5 Work Experience and Training [Emergency Employment Act], 1971-1974 (1ff)
 M5 Work Experience and Training [Miscellaneous], 1972-1974 (1ff)
 M5.3 Education and Training, 1971-1974 (1ff)
 M5.4 Work Incentive Program (WIN), 1969-1974 (6ff)
 M5.4 WIN II Review (Riverside and San Diego), 1973 (1ff)
 M5.4 WIN III Cases, 1972-1973 (1ff)
 M5.4 Working Papers on WIN III Retroactive Payments, 1970-1973 (1ff)
 M5.4 WIN III Special Work Projects, 1972-1973 (1ff)
 M6 Employment, 1968-1974 (1ff)
 M7.3 Nutrition, 1970-1973 (1ff)
 M8 Legal Services, 1968-1973 (1ff)
 M11 Rehabilitation, 1968-1974 (1ff)

Bureau of Adoptions

The records of the Bureau of Adoptions chronicle the gradual transformation of adoption from a charitable concern to a state-regulated function. The records in this sub-record group document the attempts of the Bureau to guide legislative change and to improve the public image of agency adoptions. These records span the years during which the practice of adoption became more commonplace throughout the state.

The State Board of Charities and Corrections supervised adoptions in California from the late nineteenth century until 1925 when the State Department of Public Welfare assimilated the powers of the Board (Statutes of 1925, Chapter 6). In 1927, the newly organized State Department of Social Welfare assumed the duties of its predecessor agencies, and a new Civil Code (Sections 221-231) on adoption was enacted (Statutes of 1927, Chapter 49), thereby placing the adoption process under closer state control. Throughout this period of reorganization, only two agencies, the Children's Home, and the Native Sons and Daughters of the Golden West Home, were licensed to provide adoption services in the state. Independent adoptions, exempt from any agency intervention, were also permitted.

Departmental changes in the 1930s resulted in the transfer of adoptions from the Division of Permits (1930-1932) to a Division of Adoption (1934). Legislation enacted in the 1930s permitted step-parent adoptions without a state investigation (Statutes of 1933, Chapter 541); ordered reports on prospective parents to be filed with the courts (Statutes of 1935, Chapter 563); and permitted the reversal of an adoption if the child was discovered to be feeble-minded, epileptic or insane (Statutes of 1937, Chapter 366). Although adoption was acknowledged in the 1930s to be one of the department's most important functions, the number of children actually adopted was comparatively small.

The 1940s, however, witnessed a period of departmental, legislative, and social change which rendered adoption more acceptable than ever before. Subsequent to departmental reorganization, Bessie Irvin was designated Chief of the Bureau of Adoptions in the Division of Child Welfare (Statutes of 1944, Chapter 1395) and field offices were assigned the task of investigating prospective parents. An ever increasing demand for adoptive children required improved state and agency services. Independent adoptions multiplied since the regulated agencies could not accommodate the desire of prospective parents for a "perfect infant." Pursuant to the conclusions of the Columbia Foundation Study of Present California Adoption Law that many children were being placed irresponsibly, the SDSW sponsored legislative reform of adoption laws. Seeking to limit independent adoptions, the Division of Adoption empowered more county adoption agencies to perform the necessary investigations, home-finding and placement services. New legislation provided for: the imposition of fees upon prospective parents; private court hearings on petitions; court review of denied petitions; mandatory court approval for withdrawal of consent (Statutes of 1949, Chapter 731); and allocation of funds for the care of relinquished children (Statutes of 1947, Chapter 1126).

The 1950s witnessed rising public concern for adoption issues as evidenced by publication of the Citizen's Committee on Adoption reports on foster homes and available social services (1950-1953) and by the efforts of the Statewide Citizen Committee on Adoption (1952-1953). The State Bureau of Adoptions reinforced this trend by delegating a substantial proportion of adoption procedures to licensed public and private agencies (whose membership had grown from two to thirty licensed agencies during the 1950s). A central registry, the Adoption Resource Referral Center, initiated in 1957, aided in inter-county and special-need child placement. In 1957, the Bureau of Adoptions was awarded the Marshall Field Award in recognition of its successful collaboration with M.A.R.C.H., i.e., Minority Adoption Recruitment of Children's Homes.

This joint cooperation between state and private agencies accelerated the passage of legislation directed against the "black" and "gray" baby market; and for the subsidization of maternity fees for unwed mothers (Statutes of 1957, Chapter 132); registration of all infants released by maternity hospitals to persons other than their parents or relatives; the increase of adoption fees; the filing of adoption petitions by prospective parents only; and tighter regulation of advertising.

Upon the retirement of Bureau Chief Bessie Irvin in 1956, Katherine Kuplan assumed leadership. In 1959, the Bureau of Adoptions was placed within the Division of Child Welfare under the Deputy Director of Program Development (Statutes of 1959, Chapter 1843), and in 1962, the Bureau became the Adoptions and Licensing Bureau within the Family and Children's Division. In response to further organizational changes, the Adoptions and Foster Care Bureau emerged in 1970 as the successor agency in the Social Services Division of the Program Services Branch.

In 1961 and 1962, Assembly and Senate Interim Committees conducted a series of public hearing on the topic of illegal adoptions. Although the hearings revealed that a few attorneys and physicians were placing children independently, no convictions were forthcoming. The Bureau has directed its energies toward the "special needs" of the child, pre-school education and day care centers in recent years and these issues have continued to maintain public interest into the 1970s.

1. A2.2 State Legislation Files. 1946-1968. 12 file folders. R350.150. Box 199, folders 13-24.

Arranged chronologically by legislative session.

State Legislation files include letters received, copies of letters sent, memoranda, reports, resolutions, bill analyses, commentaries, draft amendments and news clippings relative to proposed and pending legislation relating to the Adopted Children's Association; Adoption Exchange System; Black Market Adoption; service fees, child placement; Child Welfare League; Children's Home Society of California; establishment of a Children's Court (1949); the Citizen's Adoption Committee; Special Group Care Homes for Children; the Uniform Adoption Act; unwed mothers and maternity care; revision of the Civil, Health and Safety, and Welfare and Institutions codes; county agencies; consents and relinquishments; amendment of birth certificates; preschool programs; maternity care; and out-of-home care.

2. A2.2 Interim Committee Hearings. 1948-1969. 2 file folders. R350.151. Box 199, folders 25-26.

Arranged chronologically by hearing date.

Files include letters received, copies of letters sent, memoranda, reports, statistics, agendas, minutes, transcript excerpts, news clippings, and working papers concerning the adoptive status of children in institutions and foster care including a hearing transcript on reform of adoption law and trafficking in the "Black Market" baby-business, Assembly Interim Committee on Judiciary, (Los Angeles, February 5, 1949); the status of independent adoptions, Assembly Interim Committee on Judiciary, Adoption Subcommittee meeting, (San Francisco, November 1-2, 1961); professional conduct (the role of the Disciplinary Committees of the Bar and Medical Associations) in independent adoptions, Senate Judiciary Committee, (Los Angeles, December 5-6, 1961) and the Assembly Judiciary Committee (Los Angeles, January 9-10, 1962); and services for

handicapped children (Oakland, September 15, 1966), Assembly Interim Committee on Ways and Means.

3. A5.22 Federal-State Relationships File. 1962-1963. 1 file folder. R350.152. Box 200, folder 1.

Series contains single file folder.

Federal-State Relationships (Code A5.22) File includes letters received, copies of letters sent, memoranda, summaries of meetings and reports generated by federal Department of Health, Education, and Welfare, Children's Bureau and the State Child Welfare Services Plan (1962-1963) with reference to: foster care; ages of prospective adoptive parents; juvenile delinquency; services to unwed mothers; community workshops; availability of adoption services; and the funding/licensing of day care facilities.

4. A5.3 County Relationships File. 1962-1965. 1 file folder. R350.153. Box 200, folder 2.

Series contains single file folder.

County Relationships (Code A5.3) File contains copies of letters received and sent, memoranda, reviews, and publications surveying foster homes, independent adoption, licensing programs and the Madera Day Care Center.

5. A5.5 Associations and Agencies File. 1962-1963. 1 file folder. R350.154. Box 200, folder 3.

Series contains single file folder.

Associations and Agencies (Code A5.5) File includes copies of letters sent and letters received, memoranda, and bulletins issued by the Child League of America, Inc. and the National Committee for the Day Care of Children, Inc. evaluating legislation, standards for adoption service, and funding of day care services.

6. A6 Public Relations Files. 1920-1963, 1970-1971. 6 file folders. R350.155. Box 200, folders 4-9.

Arranged chronologically by date.

Public Relations (Code A6) Files contain copies of letters received and sent, memoranda, articles, speeches, radio scripts, and newspaper clippings discussing adoption, illegitimacy, Black Market babies, foreign-born children, J.A.C.K.I.E., and foster homes.

7. A6.21 Movies, Television, and Radio Files. 1955-1960. 2 file folders. R350.156. Box 200, folders 10-11.

Arranged chronologically by date.

Movies, Television, and Radio (Code A6.21) Files include letters received and copies of letters sent, script drafts, press releases, proposals, contracts, transcripts, film brochures, and movie plans documenting David Lord's television series proposals for "Friday's Child," "Baby for Adoption," the Marford-Pickford plan for "I Want to be Adopted," and others.

8. A6.4 Speeches and Articles. 1954-1968. 2 file folders. R350.157. Box 200, folders 12-13.

Arranged chronologically by date.

Speeches and Articles (Code A6.4) contain letters received and copies of letters sent, memoranda, transcripts of speeches, magazine articles and newspaper clippings stating the positions of Charles I. Schottland, Lucile Kennedy, Dr. A. McCauseland, Walter Heath and Eunice Evans on adoption publicity with reference to: Black Market adoptions; racially-mixed or handicapped children adoptions; and agency versus independent adoptions.

9. B5.1 Manuals, Handbooks, and Regulations. 1944-1961. 1 file folder. R350.158. Box 200, folder 14.

Series contains single file folder.

Manuals, Handbooks, and Regulations (Code B5.1) contains copies of letters sent, memoranda, proposed manual revisions, section drafts and manuals including a "Handbook of Adoption Law and Procedures" (January 1944) and a "Manual of Adoption Policies and Procedures" (January 1945).

10. B5.6 Publications. 1941-1952. 1 file folder. R350.159. Box 200, folder 15.

Series contains single file folder.

Publications (Code B5.6) includes memoranda citing monthly statistics on adoption petitions, caseload volume, meetings and conferences, outside contracts, private adoptions and county activities under the aegis of the Bureau of Adoptions. Also included is a series of monthly progress reports compiled by the Division of Probation (for 1941). File contains reports filed by supervisors: John P. Plover (1941-1942); Kathryn M. Larmore (1943) and Bessie C. Irvin (1943-1952).

11. B7 Committees and Scheduled Meetings Files. 1945-1947. 6 file folders. R350.160. Box 200, folders 16-21.

Arranged chronologically by date.

Committees and Scheduled Meetings (Code B7) Files include letters received and copies of letters sent, reports, case studies, interview transcripts, questionnaires reports, and bibliographic abstracts. Established and funded in October 1945, by the Columbia Foundation of San Francisco, the California Adoption Survey Committee was a response to family disruption/disintegration during World War II, the overtaking of licensed adoption agency facilities, and widespread publicity regarding the “Black Market” traffic in babies for adoption toward the end of the war. The Committee proposed to study the effectiveness and performance of California’s adoption law by means of case review, surveys with adoptive parents, interviews with experts, and reviews of practices in other states. SDSW Director Charles Wollenberg served as Committee Chairman together with George W. Bemis, Research Director, and Kathryn Larmore, Secretary. The final report was issued in November, 1946.

12. B18 Reviews and Studies. 1919-1958. 8 file folders. R350.161. Box 200, folder 22 - Box 201, folder 7.

Arranged chronologically by date.

Reviews and Studies (Code B18) Files contain letters received, copies of letters sent, memoranda, reports, statistics, and drafts of studies relating to the placement of children of married couples, placement techniques, private agency adoption, independent adoption, The Alameda County Council of the League of Women Voters Study Group Report on Adoption (1951), a comprehensive review of adoption agencies, and the Auditor’s Report on California’s Adoption Program. Other topics of note include: boarding homes for the aged; day nursery programs; and adoptive child placement. Files include a draft copy of the Adoption Agency Time Study (1950) which examined seven agencies in six counties (Alameda, Fresno, Los Angeles, San Diego, Stanislaus, and Tulare).

13. Irregular Placement Study. 1960-1964. 31 file folders. R350.162. Box 201, folder 8 – Box 202, folder 16.

Arranged with general files first, followed alphabetically by subject or specific topic.

Irregular Placement Study files are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because they contain personally identifiable information.

Irregular Placement Study files include copies of newspapers, interview transcripts and notes, letters, memorandum, reports, and studies. The irregular placement files include a wide range of adoption study topics. Some reports and interview topics of note include: adoptive parents and natural parents; finance, cost, and contracts; articles and press releases; Attorney General Reports; and legal documents. Also included are specific individual reports. The file folders labeled, reports, contain final reports for the placement-for-profit business, adoption for profit, mechanics of the business, special topics, and interstate cases. This series contains material related to the black market

adoption and adoption services, methods, and practices outside social services. This material shows the status of adoptions in California during the late 1950s and early 1960s.

See below for a complete list of irregular placement study topics.

Chronology of Correspondence of Bureau Supervisor, 1960 (1ff)
General, Boarding Homes, 1960 (1ff)
General, Correspondence and Tentative Plans, 1960-1961 (2ff)
Articles and Press Releases, 1961 (1ff)
California Newspaper Publicity, 1960-1961 (1ff)
Case Record Information, 1960 (3ff)
Case Record Information, Martino File, 1960-1961 (1ff)
Finance, Cost, and Contracts, 1960-1963 (1ff)
Legal Documents, 1960 (1ff)
Meetings, Agendas, and Minutes, 1960-1961 (1ff)
Nevada Newspaper Publicity, 1960 (1ff)
Placement Contracts, 1961 (1ff)
Reports, 1961 (2ff)
Reports [Agencies-Maternity Homes], 1960 (1ff)
Reports [Adoptive and Natural Parents], 1960 (1ff)
Reports [Attorneys], No Date (1ff)
Reports on Interview, Benson, 1960 (1ff)
Reports on Interview, Carsola, 1960 (1ff)
Report on California, Special Report, 1960 (1ff)
Report on California Study by Attorney General, 1964 (1ff)
Reports [Doctors and Medical Associations], 1960 (1ff)
Reports on Interviews, Boarding Homes and Foster, 1960 (1ff)
Reports on Interview, Fenner, 1960 (1ff)
Reports on Interviews, Miscellaneous, 1960 (1ff)
Reports, Wage Homes, 1960 (1ff)
Summaries of Transcripts, 1960 (1ff)
Team Combination, 1960 (1ff)

14. Subject Files. 1957-1958, 1960. 8 file folders. R350.163. Box 202, folders 17-24.

Arranged alphabetically by subject.

The Attorney General Mosk file contains reports of investigations of fraud is Restricted under the Government Code section 7923.600-7923.625 (formerly Gov. Code section 6254(f)).

Subject Files include notes, letters, memoranda, copies of reports, investigations, and studies. Subject files contain material associated with the black and grey market for baby adoption, cases of fraud, and methods and institutions for reform. File folder topics include: Committee on Adoption Abuses; Attorney General Mosk; Institute on

Supervisors; Independent Adoption Case Review; and a Study of Expectant Mothers Needs for Medical Care.

Family Services Bureau

In 1962, the Bureau of Child Welfare Services merged with the Bureau of Aid to Needy Children and formed the Family Services Bureau under the newly created Family and Children Division. The Family Services Bureau ended in 1969 when the Family and Children's Division was reorganized as a bureau under the Social Services Division.

The Family Services Bureau was responsible for developing state policies and procedures to extend and strengthen public welfare services to homeless, neglected, dependent children, and children in danger of becoming delinquent. In addition, the Bureau was involved in preparing and submitting to the Children's Bureau the annual plan for use of Child Welfare Services funds. Furthermore, the Bureau maintained communication with other bureaus and associated staff for the over-all development of services for children.

Many of the records of the Family Services Bureau are dated prior to the formation of the Bureau and were actually created by the Bureau's predecessor: Bureau of Aid to Needy Children and Child Welfare Services Bureau. However, these records were transferred to the Family Services Bureau upon its creation and then transferred to the Archives with the Bureau of Family Services records. Therefore, although many of the records date prior to the Bureau, they have been kept with Family Services Bureau records. Related records may also be found in the sub-sub record group, Division of Child Welfare Services and Family Services Bureau.

1. Coded Files. 1954-1980, bulk 1954-1969. 247 file folders. R350.164. Box 203, folder 1 – Box 209, folder 28.

Arranged by departmental alpha-numeric coding system. Coded files with the same code are arranged alphabetically by title.

The M2 Group Methods and Group Counseling—County Projects is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because it contain personally identifiable information.

Coded Files include reports, copies of letters sent, letters received, publications, memoranda, newspaper articles, and guides. Coded files vary widely between topics and detail. Some coded files of note are: A5.1 Department of Corrections which include case studies of vocational training center or women offenders and a final report titled "Counseling Service for Inmate Dependents Project," 1958; J8.1 Neleo-Boasi which contains material on absent fathers; J1.6 M. Waybur's Working File which includes a 1955 ANC Foster Care Guide; A5.1 Industrial Relations which contains a publication on wages and hours in laundries and cleaning services in California, 1969; and J8 Deprivation which contains ANC policy on absent children, defining absent children, and

Attorney General Opinions on divorce mothers and considering their children as possible ANC children in need of aid.

See below for a complete list of coded files.

A5.1 Dept. of Corrections, 1955-1968 (2ff)
A5.1 Dept. of Education, 1962-1966 (1ff)
A5.1 Dept. of Employment, 1954-1966 (1ff)
A5.1 Dept. of Employment Manpower Development Training Handbook, 1962 (1ff)
A5.1 Dept. of Employment Release of Confidential Information, 1963-1964 (1ff)
A5.1 Dept. of Finance, 1965 (1ff)
A5.1 Industrial Relations Dept. of-Fair Employment Practices Comm., 1964-1967 (1ff)
A5.1 Dept. of Justice—Bureau of Criminal Investigation, 1953-1965 (1ff)
A5.1 Dept. of Mental Hygiene, 1962-1969 (1ff)
A5.1 Dept. of Public Health, 1960-1966 (1ff)
A5.1 Dept. of Vocational Rehabilitation, 1954-1967 (1ff)
A5.1 Dept. of Agriculture, 1965 (1ff)
A5.1 Interdepartmental Relationships, 1966 (1ff)
A5.1 California Youth Authority, 1960-1968 (1ff)
A5.2 Social Security Administration, 1975-1980 (1ff)
A5.3 Mono County Relations, 1974-1978 (1ff)
A5.2 Federal-State Relationships General, 1964-1965 (1ff)
A5.2 Cuban Refugees, 1962-1966 (1ff)
A5.2 Dept. of Interior Bureau of Indian Affairs, 1957 (1ff)
B18 Reviews and Studies, 1973-1979 (1ff)
G7 Adoptions, 1968 (1ff)
G7.111 Children's Institutions, 1962-1965 (1ff)
H1 Adoptions General, 1966 (1ff)
J1 Public Assistance General, 1955-1966 (1ff)
J1.5 Aid to Families with Dependent Children, 1962-1965 (1ff)
J1.6 AFDC in Foster Care, 1958-1961 (1ff)
J1.6 Foster Care Legislation, 1954 (1ff)
J1.6 Foster Care Medical Care, 1954-1955 (1ff)
J1.6 Foster Care M. Waybur's Working File, 1955 (1ff)
J1.7 Aid to the Disabled, 1955-1968 (1ff)
J1.8 Aid to Victims of Crimes of Violence, 1965-1967 (3ff)
J2 Old Age Security, 1962-1968 (1ff)
J2 Application Process, 1958-1966 (2ff)
J2 Applications—Institutions Filing Direct, 1958-1961 (1ff)
J2.1 Reasonable Promptness, 1954-1967 (1ff)
J3 Investigations and Reinvestigation, 1954-1958 (1ff)
J3.1 Handbook for Child Welfare Services, 1965 (1ff)
J3.1 Discrimination, 1963 (1ff)
J4 Eligibility, 1966-1968 (1ff)
J4 Eligibility Provisions, 1959-1961 (1ff)
J4 Eligibility Medical, 1962-1967 (3ff)

- J5 Age, 1958-1968 (2ff)
- J5 Aid to Children, 1962-1968 (1ff)
- J5.1 Unborn Children, 1954-1961 (1ff)
- J6 Mental Retardation, 1961-1966 (2ff)
- J6.2 Mentally Retarded, 1960-1966 (1ff)
- J8 Deprivation, 1954-1968 (3ff)
- J8.1 Absent Parent, 1955-1968 (2ff)
- J8.1 Absent Parent—Support and Non-Support, 1954-1962 (1ff)
- J8.1 Association and Dissociation, 1955-1961 (1ff)
- J8.11 Neleo-Boasi Information, 1955-1961 (1ff)
- J8.11 Notification of Law Enforcement Officials, 1957-1968 (2ff)
- J8.12 Reciprocal Enforcement, 1954-1956 (1ff)
- J8.13 Deportees, 1954-1958 (1ff)
- J8.14 Illegitimacy, 1954-1962 (1ff)
- J8.2 Incapacitated Parents, 1958-1969 (2ff)
- J8.3 Relinquishment for Adoption, 1954-1966 (2ff)
- J8.4 Unemployed Parents, 1961-1968 (4ff)
- J8.41 Agricultural Workers, 1964-1968 (3ff)
- J9 Employment, 1962-1963 (1ff)
- J9 Self-Maintenance, 1958-1968 (2ff)
- J9 Apprenticeship, 1954-1960 (1ff)
- J9.2 Employment, 1954-1961 (1ff)
- J9.21 Employment—Mothers, 1954-1961 (1ff)
- J9.22 Employment—Minors, 1954-1960 (1ff)
- J9.3 Rehabilitation, 1958-1961 (1ff)
- J10 Responsible Relatives, 1954-1968 (1ff)
- J10 Man Assuming the Role of the Spouse, 1962-1968 (2ff)
- J11 Residence, 1954-1968 (2ff)
- J11.2 Residence—County (Children Born in State Institutions), 1956-1959 (1ff)
- J11.3 Out of State Residence, 1954-1956 (2ff)
- J12 Institutional Status, 1954-1968 (2ff)
- J13 Needs, 1954-1967 (2ff)
- J13.1 Standard of Assistance, 1958-1968 (5ff)
- J13.11 Family Budget, 1962-1968 (1ff)
- J13.111 Family Budget Unit, 1958-1961 (1ff)
- J13.12 Special Needs, 1955-1968 (2ff)
- J13.121 Ceilings for Special Needs, 1954-1961 (1ff)
- J13.122 Special Diets, 1954-1960 (1ff)
- J13.123 Housing and Utilities, 1958-1969 (6ff)
- J13.1231 Household Equipment and Cost of Services, 1954-1966 (1ff)
- J13.125 Transportation, 1955-1960 (1ff)
- J13.126 Care and Supervision, 1962-1964 (1ff)
- J13.1261 Care and Supervision, 1954-1964 (1ff)
- J13.127 Debts, 1954-1968 (2ff)
- J14 Property, 1954-1966 (1ff)
- J14.1 Personal Property, 1958-1968 (2ff)

- J14.2 Real Property, 1958-1967 (1ff)
- J15 Income, 1954-1969 (4ff)
- J15 Farm Loans, 1966-1968 (1ff)
- J15 Contributions—Absent Parents, 1966-1968 (1ff)
- J15.1 Allotments and Pensions, 1958 (1ff)
- J15.2 Contributions, 1954-1968 (2ff)
- J15.21 Contributions—Children, 1955-1963 (1ff)
- J15 Contributions—Absent Parents, 1959-1968 (3ff)
- J15.23 Contributions—Step Fathers, 1958-1968 (2ff)
- J15.25 Offer of a Free Home, 1958-1963 (2ff)
- J15.3 Earnings, 1954-1961 (1ff)
- J15.5 Insurance, 1958-1961 (1ff)
- J15.6 Property Resources, 1958-1961 (1ff)
- J15.6 Earnings, 1962-1968 (1ff)
- J15.7 Separate and Community Income, 1936-1959 (1ff)
- J16 Aid Payments, 1958-1961 (1ff)
- J16.1 Amount of Aid, 1958-1965 (2ff)
- J16.12 Budget Planning, 1958-1961 (1ff)
- J16.2 Aid Payments—Authorization Process, 1964 (1ff)
- J16.3 Aid Payments—Payments and Small Adjustments, 1965 (1ff)
- J16.31 Suspensions, 1954-1958 (1ff)
- J16.4 Payee, 1954-1968 (2ff)
- J16.5 Beginning Date of Aid, 1954-1968 (2ff)
- J16.6 County Responsibility for Aid Payments, 1957-1968 (2ff)
- J16.61 Intercounty Transfers, 1957-1961 (1ff)
- J16.7 Money Payment Principle, 1955-1968 (3ff)
- J16.72 Money Management, 1959-1961 (2ff)
- J16.8 Over and Under Payments, 1962-1968 (1ff)
- J16.81 Adjustments, 1954-1961 (1ff)
- J16.82 Disallowances, 1958-1961 (1ff)
- J16.82 Disallowances—Quarterly Reports, 1954-1960 (1ff)
- J16.84 Repayments and Collections, 1958-1962 (2ff)
- J16.841 Fraud, 1955-1968 (9ff)
- J17 Appeals and Complaints, 1958-1968 (8ff)
- J17 Fraud, 1962 (1ff)
- J17.2 Compliances, 1958-1961 (1ff)
- J18 Guardianship, 1954-1961 (1ff)
- J19 Indians, 1958-1961 (1ff)
- J22 Related Programs, 1959-1961 (1ff)
- K1 Medical Care—General, 1957-1961 (1ff)
- K1.1 Fees, Reimbursements, and Services, 1957-1961 (1ff)
- K2 Bills, Payments, and Related Documents—Vendor Payments, 1957-1961 (1ff)
- K2.1 Identification Cards, 1957-1960 (1ff)
- K2.21 Medical Care Only, 1955-1959 (1ff)
- K3 Facilities and Services, 1954-1961 (1ff)
- K4 Examinations and Treatments, 1956-1961 (1ff)

- K4.3 Dental Services, 1954-1961 (1ff)
- K4.4 Drug Therapy and Medical Supplies, 1957-1961 (1ff)
- K4.41 Immunization, 1957-1961 (1ff)
- K5.1 Mental Illness, 1955-1961 (1ff)
- K5.2 Pregnancy, 1957-1960 (1ff)
- K5.33 Refractions and Eyeglasses, 1957-1961 (1ff)
- K5.34 Hearing Aids, 1955-1959 (1ff)
- K5.4 Tuberculosis, 1955-1959 (1ff)
- K5.6 Prepaid Medical or Hospital Care, 1957-1960 (1ff)
- M1 Medical Care Services, 1955-1963 (2ff)
- M2 Group Methods and Group Counseling, 1955-1969 (8ff)
- M2 Group Methods and Group Counseling—Family Planning, 1966-1967 (1ff)
- M2 Group Methods and Group Counseling—Informational Material, 1960 (1ff)
- M2 Group Methods and Group Counseling—Publications, 1960-1961 (2ff)
- M2 Group Methods and Group Counseling—Specific Projects, 1958-1964 (2ff)
- M2 Group Methods and Group Counseling—County Projects **[RESTRICTED]**, 1960-1961 (1ff)
- M2 Group Methods and Group Counseling—Fenton Project—Correctional Counseling, 1959-1961 (2ff)
- M2.1 Family Planning, 1960-1968 (1ff)
- M2.11 Vocational Rehab, 1962-1967 (2ff)
- M3 Care, Supervision, and Personal Services, 1966-1967 (1ff)
- M3.11 Homemaker Services, 1954-1968 (3ff)
- M3.2 Services In and Out of Home Care, 1963-1967 (1ff)
- M3.23 Day Care, 1962-1968 (2ff)
- M5 Work Incentive Program (WIN), 1965-1968 (1ff)
- M5 Work Experience and Training, 1965-1968 (1ff)
- M5.1 Community Work and Training, 1966-1968 (1ff)
- M6 Employment, 1956-1961 (1ff)
- M11 Rehabilitation, 1955-1961 (1ff)

2. Child Welfare Plan and Budget Files. 1964-1965. 2 file folders. R350.165. Box 210, folders 1-2.

Arranged chronologically by date.

Child Welfare Plan and Budget Files include two manuals from different years each containing a two part description of the Child Welfare Program and Budget in California. The first part of each manual contains a general description outlining the different branches, divisions, and bureaus in the Department of Social Welfare and their duties related to Child Services. The second part of the manuals contains a description of local child welfare programs including county plans and budgets. These plans and budgets show specific county responsibilities, functions, budgets, and organization.

Boarding Homes and Institutions (BHI), 1900-1962

In 1911, the State Board of Charities and Corrections was empowered by the Legislature (Statutes of 1911, Chapter 569) to supervise and control organizations, societies, and persons placing dependent children in homes. Subsequently, jurisdiction was extended to the licensing, inspection, and regulation of maternity homes, lying-in asylums, boarding houses, and homes for the care and reception of children (Statutes of 1913, Chapter 69). The Legislature also provided the first regulatory child care agency, the Children's Agents of the State Board of Control (Statutes of 1913, Chapter 323).

In 1921, the Department of Finance succeeded to all powers and duties of the Children's Agents (identified as the Children's Department after 1913) of the State Board of Control, and the Children's Department was reconstituted as the Bureau of Children's Aid (Statutes of 1921, Ch. 603). In 1925, the State Department of Public Welfare assumed the functions of the State Board of Charities and Corrections (Statutes of 1925, Chapter 18). Licensing power was expanded to include institutions for the reception and care of aged or infirm persons. The department was empowered to utilize the inspection services of local agencies and to authorize the issuance of licenses by approved and accredited inspection services. The State Department of Social Welfare absorbed the jurisdiction of its predecessor in 1927 (Statutes of 1927, Chapter 49) and established a Division of Children's Aid (known as the Division of Children's Work from 1927-1930) which subsequently became the Division of Foster Home Care until it assumed the title of Division of Boarding Homes in January 1932. Over the next three years, the Division of Boarding Homes functioned as a subdivision of the Division of Permits, SDSW. In 1935, it resumed its status as an independent division of the SDSW. By 1937, Sections 1620-1630 (concerning children) and Sections 2300-2360 (concerning the aged) of the Welfare and Institutions Code defined the principal functions of the Bureau of Boarding Homes and Institutions, i.e., the licensing and inspection of children's agencies including day nurseries, private boarding homes, adoption agencies, and child-placement agencies. The BHI delegated a portion of its licensing authority to approved and accredited city or county public agencies and private agencies. In 1938, the BHI relinquished supervision and field investigation of institutions and boarding homes to the Division of Field Services, SDSW.

By 1942, the Division of BHI, together with the Bureau of Adoptions, and CWS, became a Bureau within the newly organized Division of Child Welfare (Statutes of 1937, Chapter 1). Licensing jurisdiction over convalescent homes and nursing homes was transferred to the State Department of Public Health in 1946. In that same year, the Legislature enacted an urgency measure which provided a state subvention to accredited agencies licensing boarding homes. The 1947 Legislature placed private boarding and day schools, other than those conducted by established religious organizations, under the licensing jurisdiction of the SDSW until 1949, when this provision was rescinded. In 1951, the SDSW conducted a Boarding Home Census and produced a comprehensive guide, "Specialized Services for Children," in program planning for use by county welfare departments. The standards for children's group day care facilities were completely revised in 1952-1953 and the development of new standards for maternity

homes was completed in June 1954. Committee work on revision of standards for institutions for aged persons was substantially completed during the 1954-1955 Fiscal Year; the new regulations were approved in September 1955, and became effective in January 1956. During the 1959-1960 Fiscal Year, a special study of licensing practices in ten representative counties was conducted in response to questions raised by the 1959 Legislature concerning widely differing costs reported by the 58 county agencies accredited to license foster family homes. In November 1959, the department initiated a study of some characteristics of staff of licensed day nurseries in order to serve as a basis for departmental implementation of improvements in quality of care. The Rosenberg Foundation, in cooperation with the University of California Extension Service, funded a two-year demonstration project to train child care staff employed in licensed institutions, in hospital units for children, and in public facilities operated by county probation departments. In March 1960, the Child Welfare League of America, in conjunction with the SDSW, sponsored another project to improve the quality of child care. By 1962, the Division of Child Welfare had become the Family and Children's Division, and the Bureau of BHI, merged with the Bureau of Adoptions, and was renamed the Adoptions and Licensing Bureau, all of this was under the Sub Record group of Program Development. It then became the Adoptions and Foster Care Bureau under the Program Services Branch, in 1969.

Because of the extensive volume of records and long history, Boarding Homes and Institutions records are organized into their own sub-record group rather than a sub-sub-record group as a bureau under the Division of Child Welfare. Furthermore, Boarding Homes and Institutions records are divided into two groups: Administrative Records and County Records. The administrative records are further divided into ten series and the county records are divided into general county files and historical licensing files.

1. Reporting Procedures. 1941-1947. 1 file folder. R350.166. Box 210, folder 3.

Arranged chronologically by date.

Reporting Procedures file contains memoranda and staff circulars pertaining to the operations involved in filing of CWS quarterly county reports.

2. Monthly Activities Reports. 1944-1950. 7 file folders. R350.167. Box 210, folders 4-10.

Arranged alphabetically by name of agent-investigator.

Monthly Activities Reports include reports filed by CWS field staff regarding visits to boarding homes and day care nurseries; the status of boarding home licenses; consultations with county welfare departments; and accredited local agencies for Butte, Fresno, Nevada, Placer, Sacramento, San Joaquin, Siskiyou, Stanislaus, Sutter, Tulare, and Tuolumne counties.

Agent-investigators include: Alice Garrett (1944-1950); Constance Kimmerling (1948-1950); Albertena Lee (1947-1950); Berniece Linn (1944-1950); Alice Lortscher (1946-1948); Barbara Norine (1947-1948); and Helen W. Simmons (1945-1947).

3. Monthly Action Lists. 1947-1948, 1953-1954. 3 file folders. R350.168. Box 210, folders 11-13.

Arranged alphabetically by city and chronologically thereunder.

Monthly Action Lists files include a sampling of monthly action lists which record the issuance, renewal, denial, and current status of licenses for children's boarding homes and day nurseries, and institutional closings for Los Angeles (1947-1948, 1951-1952), Sacramento (1947-1948) and San Francisco (1953-1954).

4. Reports. 1941-1942. 3 file folders. R350.169. Box 210, folders 14-16.

Arranged chronologically by date.

The Bureau of Boarding Homes and Institutions undertook a study of California Maternity Homes for Unmarried Mothers and ten maternity homes. The study was compiled from the information reported on questionnaires which were sent to community chest organizations, county hospitals, county welfare departments and county probation departments, and adoption agencies. Files consist of questionnaire replies from the Children's Home Society of California (Oakland, 1941-1942); and a draft copy of a two-part report, "California Maternity Homes for Unmarried Mothers," Volume One contains the introduction, conclusions, and recommendations, an analysis of the schedules filed by maternity homes, and standards for maternity homes for the unmarried mothers in California. Volume Two includes analysis of schedules from community chests, county hospitals, county welfare departments and probation offices; the county summaries and statistical tables on the maternity homes study; and excerpts from biennial reports of the SDSW relating to "rescue homes."

5. Institution Licensing and Boarding Home Census. 1951-1955. 1 file folder. R350.170. Box 169, folder 17.

Arranged chronologically by date.

Included are circular letters, memoranda, schedules, and job specifications relating to a series of census studies of boarding homes for children and the aged. The census was undertaken in the fall of 1951 and completed in the winter of 1951. The data was used to implement improved case management practices that allowed for more cases with fewer social workers.

6. Manuals. 1946, 1957. 13 file folders. R350.171. Box 210, folder 18 – Box 211, folder 6.

Arranged chronologically by date of manual.

Manual files contain a copy of the "Institutions Handbook," a procedure manual which describes the institution licensing functions of the State Department of Social Welfare.

7. Training Files. 1944, 1957-1958, 1961. 4 file folders. R350.172. Box 211, folders 7-10.

Arranged chronologically by date.

Training Files include letters received and copies of letters sent, memoranda, reports, agendas, minutes and notes featuring the Ben Grossman Institute; the Institute on Supervision for County Child Welfare and Adoptions Supervisors; the Institute on Unwed Parenthood; the Workshop on Aging; and Handbooks regarding "Your Job and the SDSW (1944)." Files also include training and communications for Old Age Security staff and Aid to Needy Blind staff.

8. Special Studies. 1948-1964, 1970. 26 file folders. R350.173. Box 211, folder 11 – Box 212, folder 7.

Arranged alphabetically by subject.

Special Studies consist of correspondence, reports, memoranda, surveys, and studies of various subjects related to the Bureau of Boarding Homes and Institutions. The information included in specific studies varies. Studies may include the following topics: cost; efficiency; ratings; collections; fire safety; and housing. Most studies refer to Old Age Security or Aid to Needy Children. Some studies are organized by county within the file folder, including, Out-of-Home Care, study on Form 239, and Adjustments and Collections.

See below for a complete list of studies.

B18 Accredited Agencies, 1959-1960 (1ff)
B18 Administrative Cost Study, 1955-1959 (1ff)
B18 Adjustments and Collections, 1955 (1ff)
B18 Aged Persons Survey, 1954-1957 (1ff)
B18 Assistance Planning, 1955-1957 (1ff)
B18 Burial Provisions, 1963 (1ff)
B18 Fire Safety Inspections Survey, 1964 (1ff)
B18 Form 239 Study, 1957-1959 (2ff)
B18 Grading and Classification System [Out-of-Home Care], 1959-1960 (1ff)
B18 Guardianship Study, 1958 (1ff)
B18 Hotels Serving Aged Persons [Los Angeles], 1960-1961 (1ff)
B18 L.A. Proposed Authorization Plan, 1948-1953 (1ff)
B18 Medical Care Procedures, 1957 (1ff)
B18 Out-of-Home Care, 1957-1960, 1970 (4ff)

B18 Overpayments and Collections, 1955 (1ff)
B18 Projects on Aging [U.C., San Mateo, U.S.C.], 1959-1961 (1ff)
B18 Santa Barbara County Housing, 1957-1960 (1ff)
B18 Services to Aged [Fresno County], 1958-1959 (1ff)
B18 Social and Economic Characteristics of Old Age Security Recipients, 1954 (1ff)
B18 Study of \$16 Special Appropriation on OAS, 1957-1958 (1ff)
B18 Suggested Recording Plan, 1955-1956 (1ff)
B18 Survey of Boarding Homes and Institutions, 1953-1954 (1ff)

9. Subject Files. 1910-1958. 12 file folders. R350.174. Box 212, folders 8-19.

Arranged alphabetically by topic.

Subject Files include copies of letters sent and received, publications, reports, news clippings, lecture transcripts, and committee and conference notes. Topics relate to concerns about aging, such as medical needs and sanitation. Committee notes for dealing with problems of organization of the aged. Files on specific nursing and boarding home institutions in relation to insurance issues. Specific file topics include: Aged Problems, 1950; Aged, 1943-1954; Committees, 1950-1958; Convalescent and Nursing Homes, 1910-1952; Directory [Aged Institutions], 1947; and Old Age and Survivors Insurance, 1948-1955.

10. General County Files. 1921-1962, bulk 1922-1937. 41 file folders. R350.175. Box 212, folder 20 – Box 214, folder 4.

Arranged alphabetically by county followed by specific topics.

County files include letters received, copies of letters sent, memoranda, minutes, visit reports, county surveys, county visit reports, and licensing agreements. In general, the county files contain correspondence between the counties and the State Department of Social Welfare or its predecessor, the State Department of Public Welfare. County files deal with a broad range of issues related to care for children and the aged with regards to boarding homes and institutions.

In addition to general county files, the Alameda County files are further divided into subcategories of topics and cities. The subcategories include: Boarding Homes, 1932-1941; Charities Commission – Civilian Defense, 1942; Child Welfare, 1943-1962; Amador City, 1923-1943; Alameda City, 1944-1947; Albany, 1937-1949; and Berkeley, 1923-1945.

Counties included: Alameda; Amador; Butte; Calaveras; Contra Costa; Del Norte; Eldorado; Fresno; Glen; Humboldt; Imperial; Kern; Kings; Lake; Los Angeles; Madera; Marin; Mariposa; Mendocino; Merced; Modoc; Monterey; Napa; Nevada; Orange; Placer; Plumas; Riverside; Sacramento; San Benito; San Bernardino; San Diego; San Francisco; San Joaquin; San Luis Obispo; and San Mateo.

11. Historical Licensing Files. 1908-1961. 416 file folders. R350.176. Box 214, folder 5 – Box 232, folder 9.

Arranged alphabetically by county and then alphabetically by institution thereunder. Also included is the Social Welfare code for the institution.

Because much of the Historical Licensing Files contain personal information, some of the files for specific institutions are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24). See the table below for a list of each restricted file.

Files contain plans, surveys, news clippings, photographs, daily menus, copies of licenses, brochures, studies, and correspondence. Historical licensing files include social studies of institutions and correspondence between the institution, Department of Social Welfare, and the State Fire Marshall in regards to licensing standards. Some content of note in the files are: photographs of homes and inmates of homes; architectural plans and surveys; legal cases and studies; daily menus; brochures for the institutions; and news clippings highlighting important moments in the institutions history.

See the table below for a complete list historical licensing files, the county, the code, and any restricted files.

Name of Institution	County	Code	Date
Beulah Home, INC (4ff)	Alameda	ALA 7 AIB	1927-1959
Booth Memorial Hospital (Salvation Army Rescue Home) (8ff)	Alameda	ALA 2 MH	1914-1961
Home for Jewish Parents (2ff)	Alameda	ALA 12 AIB	1948-1959
Junipero Sierra Center for Girls (6ff)	Alameda	ALA 5 CI	1914-1959
Lincoln Child Center (11ff), West Oakland Home File Restricted	Alameda	ALA 6 CI	1915-1959
Masonic Homes of California (6ff)	Alameda	ALA 5 AIB	1925-1960
Ladies Relief Society of Oakland (4ff)	Alameda	ALA 3 AIB	1938-1960
Our Lady's Home (4ff)	Alameda	ALA 8 AIB	1923-1952
Salem Lutheran Home (11ff)	Alameda	ALA 6 AIB	1926-1961
St. Joseph's Home for the Aged (4ff)	Alameda	ALA 6 AIB	1931-1960
The Altenheim (6ff)	Alameda	ALA 1 AIB	1917-1958
Mizpah Home (3ff)	Contra Costa	CC 9 CI	No Date
Hanks Hillside Home for Boys (1ff)	Humboldt	HUM 4 CI	No Date
The Alhambra (1ff)	Los Angeles	LA 36 AIB	1946-1954
British Home in California (3ff)	Los Angeles	LA 5 AIB	1931-1954
California Christian Home (4ff)	Los Angeles	LA 2 AIB	1925-1954
Castelar Creche (2ff)	Los Angeles	LA 29 CI	1920-1944
Children's Home Society (3ff),	Los Angeles	LA 60 CI	1943-1948

Restricted			
Claremont Manor (3ff)	Los Angeles	LA 38 AIB	1947-1954
Convent of the Good Shepherd (4ff), Restricted	Los Angeles	LA 7 CI	1913-1956
Eastern Star Home (4ff)	Los Angeles	LA 3 AIB	1935-1959
Elim Covenant Home (2ff)	Los Angeles	LA 31 AIB	1941-1954
Epiphony Hall (1ff), Restricted	Los Angeles	LA 99 CI	No Date
Fifield Manor (2ff)	Los Angeles	LA 53 AIB	1946-1954
Forester Haven (1ff)	Los Angeles	LA 42 AIB	1931-1954
Hollenbeck Home (4ff)	Los Angeles	LA 1 AIB	1925-1957
Holly Grove (8ff), Restricted	Los Angeles	LA 15 CI	1912-1958
Home of the Aged of the Protestant Episcopal Church (2ff)	Los Angeles	LA 12 AIB	1929-1954
Jewish Home for the Aged (4ff)	Los Angeles	LA 4 AIB	1925-1954
Jewish Orphans Home (6ff), Restricted	Los Angeles	LA 12 CI	1946-1957
Kings Daughters Home for Aged Women (3ff)	Los Angeles	LA 6 AIB	1926-1954
Kinsley Manor (9ff)	Los Angeles	LA 10 AIB	1921-1954
Little Sisters of the Poor (1ff)	Los Angeles	LA 7 AIB	1925-1944
Los Angeles Home for Armenian Aged (1ff)	Los Angeles	LA 56 AIB	1950-1954
Mac Laren Hall (1ff), Restricted	Los Angeles	LA 45 CI	1943-1946
Mary Knoll Day Nursery (2ff), Restricted	Los Angeles	LA 17 CI	1918-1950
Masonic Home for Children (6ff), Restricted	Los Angeles	LA 19 CI	1916-1957
Monte Vista Grove Homes (2ff)	Los Angeles	LA 8 AIB	1927-1954
Nazareth House (3ff), Restricted	Los Angeles	LA 27 CI	1931-1958
Nazareth House (2ff), Restricted	Los Angeles	LA 40 AIB	1937-1954
Our Lady's Home (1ff), Restricted	Los Angeles	LA 43 CI	1940-1944
P.E.O. Home (3ff)	Los Angeles	LA 18 AIB	1933-1954
Pacific Evangelical United Brethren Home (3ff)	Los Angeles	LA 9 AIB	1925-1954
Pacific Lodge Boys Home (8ff), Restricted	Los Angeles	LA 21 CI	1923-1958
Pilgrim Place in Claremont (2ff)	Los Angeles	LA 35 AIB	1943-1954
Rancho San Antonio (4ff), Restricted	Los Angeles	LA 31 CI	1943-1957
Robincroft Rest Home (2ff)	Los Angeles	LA 26 AIB	1940-1954
Rosemary Cottage (5ff), Restricted	Los Angeles	LA 24 CI	1920-1957
Scripps Home (3ff)	Los Angeles	LA 11 AIB	1926-1954
Solheim Lutheran Home (4ff)	Los Angeles	LA 13 AIB	1925-1954
Suppes Memorial Home	Los Angeles	LA 41 AIB	1947-1954
The Alpha Home for Boys (1ff)	Los Angeles	LA 164 CI	No Date

Twelve Oaks Lodge (2ff)	Los Angeles	LA 21 AIB	1945-1949
United Presbyterian Home for Aged (2ff)	Los Angeles	LA 25 AIB	1945-1954
Verdugo Home (6ff)	Los Angeles	LA 45 AIB	1925-1954
Villa Gardens (3ff)	Los Angeles	LA 23 AIB	1934-1954
W.C.T.U. Home for Women (4ff)	Los Angeles	LA 14 AIB	1922-1954
Western Assemblies Home (2ff)	Los Angeles	LA 54 AIB	1941-1954
Aldersly, Inc. (4ff)	Marin	Marin 1 AIB	1925-1960
Sunny Hills (9ff), 1ff Restricted	Marin	Marin 1 CI	1913-1959
St. Vincent School for Boys (5ff)	Marin	Marin 2 CI	1916-1960
Catherine Springs Ranch (1ff)	Mendocino	MEN 15 CI	No Date
Palm-Haven School for Boys (1ff)	Mendocino	MEN 16 CI	No Date
The Albertinum (6ff)	Mendocino	MEN 1 CI	1913-1961
Forest Hill Manor (3ff)	Monterey	MONT 1 AIB	1954-1959
Grandview Community, Inc. (1ff)	Napa	NAPA 1 CI	1956-1958
Home of Faith (4ff), 1ff Restricted	Napa	NAPA 10CI	No Date
St. Helena Sanatorium & Hospital (1ff)	Napa	NAPA 2 AIB	No Date
Lutheran Home Association of California (4ff)	Orange	OR 1 AIB	1941-1954
St. Frances Home (1ff)	Orange	OR 4 AIB	1945-1954
San Anthony Orphanage and Vocational school (1ff), Restricted	Riverside	RIV 32 CI	No Date
Happy Home Children Institute (1ff), Restricted	San Bernardino	S Ber 4 CI	No Date
Casa De Manana (1ff)	San Diego	SD 6 AIB	1952-1954
Dodson Home for Aged (2ff)	San Diego	SD 2 AIB	1925-1954
Fredericka Manor (4ff)	San Diego	SD 1 AIB	1923-1954
Hebrew Home for the Aged (1ff)	San Diego	SD 4 AIB	1945-1954
Little Flower Haven (1ff)	San Diego	SD 3 AIB	1938-1954
Convent of the Good Shepherd (3ff)	San Francisco	SF 8 AIB	1926-1952
Edgewood (6ff)	San Francisco	SF 9 CI	1916-1961
Florence Crittenton Home (4ff)	San Francisco	SF 3 MH	1947-1958
Hebrew Home for Aged (4ff)	San Francisco	SF 2 AIB	1920-1967
Home for the Aged of the Little Sisters of the Poor (4ff)	San Francisco	SF 1 AIB	1937-1960
Homewood Terrace (5ff)	San Francisco	SF 5 CI	1913-1961
Mei Lun Yuen (3ff)	San Francisco	SF 16 CI	1935-1952
Mount St. Joseph's (5ff)	San Francisco	SF 6 CI	1913-1961
Native Daughters of the Golden West (4ff)	San Francisco	SF 9 AIB	1933-1959
Old People's Home (Crocker) (5ff)	San Francisco	SF 3 AIB	1925-1950
Old People's Home (Ladies Protective and Relief Society) (1ff)	San Francisco	SF 3 AIB	1912-1963
Protestant Episcopal Old Ladies	San Francisco	SF 4 AIB	1922-1960

Home (4ff)			
St. Elizabeth's Infant Hospital (6ff)	San Francisco	SF 2 MH	1921-1959
The Heritage (4ff)	San Francisco	SF 6 AIB	1920-1961
University Mound Old Ladies Home (10ff)	San Francisco	SF 7 AIB	1920-1961
The Sequoias (1ff)	San Mateo	SM 1 AIB	1958-1960
St. Vincent School for Boy's (1ff), Restricted	Santa Barbara	ST BR 1 CI	No Date
California P.E.O. Homes	Santa Clara	ST CL 8 AIB	1955-1960
Casa Madura, Inc. (3ff)	Santa Clara	ST CL 5 AIB	1949-1957
Channing House (1ff)	Santa Clara	ST CL 7 AIB	1960-1962
Eastfield (10ff), 1ff Restricted	Santa Clara	ST CL 2 CI	1913-1961
Educational Guidance Center (2ff)	Santa Clara	ST CL 6 CI	1942-1967
I.O.O.F. Odd Fellow Rebekah Children's Home (10ff)	Santa Clara	ST CL 2 CI	1913-1961
Ming Quong Children's Center (5ff)	Santa Clara	ST CL 3 CI	1922-1960
Odd Fellows Home of California (8ff)	Santa Clara	ST CL 2 AIB	1908-1960
Palo Alto Society for the Blind (1ff)	Santa Clara	ST CL 4 AIB	1954-1959
Pilgrim Haven Home (3ff)	Santa Clara	ST CL 3 AIB	1950-1958
Sunny View Manor (1ff)	Santa Clara	ST CL 6 AIB	1957-1962
Twelve Acres, INC (8ff), 1ff Restricted	Santa Clara	ST CL 5 CI	1932-1958
Arbutus Ranch for Boys (5ff)	Santa Cruz	ST CR 10 CI	1928-1960
Bethesda Home (1ff)	Santa Cruz	ST CR 4 AIB	No Date
Santa Cruz Senior Christian Home (1ff)	Santa Cruz	ST CR 3 AIB	No Date
Joseph S. Amerein Boys Ranch School (5ff)	Santa Cruz	ST CR 4 CI	1940-1953
Archbishop Hanna Boys Center (3ff)	Sonoma	SON 5 CI	1917-1958
Grandview Community, INC (1ff)	Sonoma	SON 2 AIB	1940-1960
Lytton Home (13ff)	Sonoma	SON 1 CI	1914-1965
Salvation Army Boy's and Girl's Home (1ff)	Sonoma	SON 24 CI	1939-1960

Bureau of Aid to Needy Children

The majority of the records from the Bureau of Aid to Needy Children date from 1950 to 1957. They were derived from files received from the Family Services Bureau (the Family Service Bureau was under the Office of Program Development); but because of subject matter and the chronology, they are placed separately. Furthermore, since the history of ANC (Aid to Needy Children) is so broad and the files are intermixed in terms of years, the entire program was given its own Sub-Group instead of filing it under a division.

Assistance to children was initiated in California as early as 1855 with the appropriation of \$5000 for the support of two San Francisco orphanages. Prior to 1900, funding was expanded to provide monetary assistance to orphanages throughout the state. The creation of the State Board of Charities and Corrections in 1903 first regularized administration of state aid to children. The first appearance of an organizational entity with the title Aid to Needy Children came in 1940; it was the Division of Aid to Needy Children under the Division of Public Assistance. In 1942, it became a Bureau under the Division of Public Assistance (which was put under the Administrative Assistant). In 1950, it once more became a division. In January 1951, the Division of Public Assistance was abolished, and the now renamed Bureau of Aid to Needy Children was placed under the Administrative Assistant. In March 1951, the bureau was placed under the Division of Social Security, which assumed the previous duties taken over for a time by the Administrative Assistant to the Director. The next change occurred in 1960, when the Division of Social Security was placed under the Program Development Branch. From 1962-1968 the Family Services Bureau of the Family and Children Division (of the Program Development Branch) took over the responsibilities of the ANC Bureau in addition to other activities. From 1968-1974 the program was housed under the departments general programs which had many newly created units managing the program and merged ANC into Aid to Families of Dependent Children (AFDC).

During this period, the California Legislature was interested in removing people from the public assistance rolls and putting them to work. In 1953, a law was adopted requiring parents available for employment to register with the State Department of Employment. The ANC program was charged with encouraging self-support through employment and vocational rehabilitation of ANC recipients and in obtaining financial support for needy children from absent parents and stepfathers.

ANC conducted several projects to this end. In 1951 and 1953, SDSW conducted a joint project with the State Department of Employment and the State Department of Education-Bureau of Vocational Rehabilitation to rehabilitate disabled recipients of ANC. The joint project also called for the study of physically and mentally handicapped parents of needy children, this project was known as the ANC Pilot Project. In the ANC Pilot Project participants were randomly selected from ANC cases. The cases were reviewed; some recipients were referred to the Bureau of Vocational Rehabilitation for rehabilitation; some remained on ANC rolls; and many were terminated.

As an outgrowth of the above project, SDSW contracted with the State Department of Public Health for the services of a physician to conduct a study of medical evidence submitted in incapacitated father cases. This study resulted in the report, "A Medical Study of Incapacitated Fathers Receiving Aid to Needy Children in California." In July 1954, the medical consultant, Dr. Donald K. Freedman, was assigned to SDSW; and in 1955, a new position of medical consultant was established in SDSW. In 1957, this position no longer appeared on organizational charts, although Division of Medical Care and a Medical Consultant under the Deputy Director was listed. The files entitled, "Medical Review" relate to the services of Dr. Freedman. The files entitled,

“Incapacitated Experiment” relate to the entire operation concerning incapacitated fathers.

In 1952, a full-time employment consultant was hired to act as liaison between SDSW and the State Department of Employment, and to develop procedures and methods that would enable Welfare Departments to make full use of the resources of the Department of Employment in order to encourage job placements for ANC recipients, to evaluate programs for self-support, to encourage vocational training of 16 and 17 year olds receiving ANC funds, through a coordinating committee to develop methods of bringing vocational information to ANC Youths created by SDSW and the Division of Apprenticeships of the Department of Industrial Relations.

Throughout the history of ANC a common theme discussed was the age of a child, in 1870 children were considered 14 years old or younger, unlike today’s standard of 18 years old.

1. Coded Files. 1913-1961, bulk 1950-1957. 73 file folders. R350.177. Box 233, folder 1 – Box 235, folder 17.

Arranged by Department of Social Welfare alpha-numeric code system.

Coded Files contain memoranda, correspondence, telegrams, newspaper articles, statements, meeting materials, and reports. The A1 History file includes a narrative and outline histories of the ANC program and historical excerpts relating to state assistance to children from 1851. See in particular “Thirty Years in Review, 1913-1943, Excerpts from “California’s Diary Relating to Aid to Needy Children” (1851-1913), California Children (Vol. VI, No. 4., December 1943).

Some highlights in the B18 files are: ANC Placement Study to review the eligibility of ANC children in foster care, to determine compliance with ANC law, policy, rule and regulation and to obtain time measure of the equality of care provided, 1952-1956; Agricultural Employment Study, Kern County – evaluation of effectiveness of state and county employment policies as they relate to seasonal agricultural workers and the intent of the ANC program to encourage self-support and self-maintenance, 1955-1957; Foster Care Guide - study of ANC foster care administration, legal provisions, rules and regulations, and proposal for corrective actions, 1955-1956; “A Study of Processing of Aid to Needy Children Application,” 1956; reasonable promptness study - policy to require counties to set up procedures whereby applications handled within a specified time limit and in conformance with federal policy, 1952-1953; rehabilitating public assistance recipients of ANC grant – in cooperation with the Bureau of Vocational Rehabilitation, Department of Education, 1951-1953; self-support program – to develop program of employment for aid recipients, 1951-1956; social casework in public assistance, 1951-1953. Other topics of note include: interdepartmental, inter-county, and federal-state relations; absent parents; overpayments and underpayments; and Indians.

This series contains thirteen files (Box 233, Folders 12 – 16; Box 234, Folders 18 – 20 and Folders 22 – 26) that are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24).

See below for a complete list of coded files.

A1 History, 1913-1961 (1ff)
A5.1 Interdepartmental Relationships [Vocational Rehabilitation Service], 1950-53 (1ff)
A5.1 Interdepartmental Relationships [Industrial Relations], 1950-1953 (1ff)
A5.1 Interdepartmental Relationships [Employment Department], 1950-1953 (1ff)
A5.1 Interdepartmental Relationships [California Youth Authority], 1950-1953 (1ff)
A5.2 Federal-State Relations [Dept. of Health, Education, and Welfare], 1950-1953 (1ff)
A5.2 Federal-State Relations [Regional Office Communication], 1950-1953 (1ff)
A5.31 Intercounty Relationships [Conformity], 1950-1953 (1ff)
A5.321 Juvenile Courts, 1950-1953 (1ff)
B18 Reviews and Studies [General], 1950-1957 (1ff)
B18 Reviews and Studies [ANC Placement Study] **[3ff RESTRICTED]**, 1952-54 (4ff)
B18 Reviews and Studies [ANC Placement Study Claim Adjustments] **[RESTRICTED]**, 1953-1956 (2ff)
B18 Reviews and Studies [Agricultural Employment Study], 1955-1957 (1ff)
B18 Reviews and Studies [Foster Care Guide], 1955-1956 (2ff)
B18 Reviews and Studies [Processing ANC Applications], 1956 (1ff)
B18 Reviews and Studies [Reasonable Promptness Study], 1952-1953 (1ff)
B18 Reviews and Studies [Rehabilitating Public Assistance Recipients of ANC Grant], 1951-1953 (1ff)
B18 Reviews and Studies [Self-Support Program and Employment Consultant], 1951-1956 (1ff)
B18 Reviews and Studies [Social Casework in Public Assistance], 1951-1953 (1ff)
B18.23 Reviews [Action Schedules], 1950-1953 (1ff)
G7 Licensing Standards [Maternity Homes], 1953 (1ff)
J1.6 Expansion [Foster Care], 1950-1957 (2ff)
J2 Application Process, 1950-1957 (1ff)
J4 Eligibility Provisions, 1950-1957 (1ff)
J5 Age, 1950-1957 (1ff)
J5.1 Unborn Child, 1950-1953 (1ff)
J8 Deprivation, 1950-1953 (1ff)
J8.1 Absent Parents, 1950-1953 (1ff)
J8.11 Absent Parents [Notification of Law Enforcement Officials], 1950-1956 (5ff)
J8.12 Absent Parents [Reciprocal Enforcement], 1950-1953 (1ff)
J8.2 Absent Parents [Incapacitated Parents], 1950-1957 (2ff)
J8.3 Relinquishment for Adoption, 1950-1953 (1ff)
J9 Self Maintenance, 1950-1957 (2ff)
J9.2 Self Maintenance [Employment], 1950-1953 (1ff)
J9.3 Rehabilitation **[RESTRICTED]**, 1950-1957 (2ff)
J11 Residence **[RESTRICTED]**, 1950-1953 (1ff)
J11.1 Residence [State], 1950-1953 (1ff)

J11.2 Residence [County] **[RESTRICTED]**, 1950-1957 (3ff)
 J11.21 Intercounty Transfers **[RESTRICTED]**, 1950-1957 (2ff)
 J13.1 Standards of Assistance, 1954-1957 (1ff)
 J13.11 Family Budget Unit, 1954-1957 (1ff)
 J13.123 Housing and Utilities, 1955-1957 (1ff)
 J14.1 Personal Property, 1950-1957 (2ff)
 J14.13 Insurance, 1950-1953 (1ff)
 J14.2 Real Property, 1950-1953 (1ff)
 J14.22 Real Property [Utilization], 1950-1953 (1ff)
 J15 Income, 1950-1953 (1ff)
 J15.1 Allotments of Pensions, 1950-1957 (1ff)
 J15.2 Contributions, 1950-1957 (1ff)
 J16.1 Amount of Aid, 1948-1957 (2ff)
 J16.8 Overpayments and Underpayments, 1950-1957 (1ff)
 J16.84 Repayments and Collections, 1950-1957 (1ff)
 J16.841 Fraud, 1950-1953 (1ff)
 J19 Indians, 1950-1955 (2ff)

2. Subject Files. 1931-1957. 118 file folders. R350.178. Box 235, folder 18 – Box 239, folder 27.

Arranged alphabetically by subject topic.

Subject Files contain correspondence, reports, forms, and memoranda. The Indians File contains photographs of a boy on his first day of school and a woman gathering materials for basket making. Subject files vary widely on topic and detail. Some topics of note include: Appeals and Complaints; Collections and Overpayments; Restoration of Aid; Retroactive Aid; Standards of Assistance; and Wartime Activities.

This series contains two files (Box 237, folder 3 and Box 238, folder 36) that are RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because they contain personally identifiable information.

See below for a complete list of subject files.

Adjustments, 1950-1953 (1ff)
 Adoptions, 1938-1950 (1ff)
 Age, 1939-1949 (2ff)
 Amount of Grant, 1939-1950 (2ff)
 Amount of Grant Chapter Summary of Report, 1949 (1ff)
 Appeals and Complaints, 1954-1957 (4ff)
 Budget Study, 1940-1948, 1950-1957 (2ff)
 C.I.F. Classification, Physician Reports, 1939-1949 (1ff)
 C.I.F. Classification of, 1939-1949 (2ff)
 C.I.F. Classification, Gainful Work, 1944-1950 (1ff)
 Classification, TBF, 1936-1949 (2ff)

Classification, WFU, 1939-1944 (1ff)
 Children's Home, Detailed Information, No Date (1ff)
 Compliance, 1955-1957 (1ff)
 Committee on Standards, Social Security Board, 1941-1944 (1ff)
 Collections and Overpayments, 1931-1949 (2ff)
 Crippled Children, 1938-1946 (1ff)
 Development of Resources from Absent Parents, 1952 (1ff)
 Decentralized Plan of Administration, 1939-1948 (1ff)
 Desertion Cases, 1940-1941 (1ff)
 Disallowances [**1ff RESTRICTED (1950-1957)**], 1941-1957 (2ff)
 Discontinuances, 1943-1949 (1ff)
 Documentary Evidence, 1935-1946 (1ff)
 Eligibility, 1938-1949 (1ff)
 Eligibility Survey-Mendocino County, 1940 (1ff)
 Emancipation of Minors, 1938-1953 (1ff)
 Family Budget, 1940-1950 (1ff)
 Family Budget, Additional Children, 1938-1947 (1ff)
 Field Service-Miscellaneous, 1938-1948 (1ff)
 Food Stamp Plan, 1941-1942 (1ff)
 Foster Care, 1953-1955 (1ff)
 General, 1939-1951 (1ff)
 Hulse Report, 1950 (1ff)
 Income, 1938-1950 (1ff)
 Income-Allotments, Insurance, and Pensions, 1941-1950 (1ff)
 Income-Contributions, 1940-1948 (1ff)
 Income-Court Order Trust Funds, 1941-1948 (1ff)
 Income-Earnings of Inmates, 1934-1947 (1ff)
 Income-Miscellaneous, 1939-1951 (1ff)
 Indians (Photographs Included), 1926-1948 (1ff)
 Institutions-Children in, 1933-1948 (1ff)
 Institutions-General, 1939-1948 (1ff)
 Institutions-Filing Direct, 1936-1952 (1ff)
 Juvenile Court Wards, 1937-1949 (1ff)
 Liens, 1935-1946 (1ff)
 Medical Care, 1940-1949 (1ff)
 Money Management, 1950-1957 (1ff)
 Newspaper Clippings, 1947-1948 (1ff)
 Notices of Change, 1936-1947 (1ff)
 Overpayments, 1944-1953 (1ff)
 Policy and Procedure, 1937-1949 (2ff)
 Parentage-Classification, 1938-1949 (1ff)
 Parents Paroled from Institutions-Classification PCI, 1940-1948 (1ff)
 Payee, 1950-1957 (1ff)
 PCI Classification, 1930-1948 (1ff)
 Physicians Report Forms-Classification CIF, 1939-1944 (1ff)
 Personal Property, 1940-1950 (2ff)

Personal Property-Insurance, 1939-1950 (1ff)
 Policy and Procedure, 1937-1949 (2ff)
 Policy and Procedure-Appeals, 1936-1945 (2ff)
 Property-Real, 1940-1953 (1ff)
 Property-Transfers and Life Estates, 1940-1949 (1ff)
 Public Assistance, Trends in, 1931-1946 (1ff)
 Publicity, 1945-1948 (1ff)
 Refugee Children, 1940-1948 (1ff)
 Rehabilitation, 1941-1946 (1ff)
 Reimbursement, 1938-1951 (1ff)
 Reinvestigations, 1937-1948 (2ff)
 Residence, Non-County, 1938-1949 (1ff)
 Residence, County, 1936-1950 (2ff)
 Residence, State, 1937-1952 (1ff)
 Restrictive Practices **[RESTRICTED]**, 1938-1950 (1ff)
 Restoration of Aid, 1941-1948 (1ff)
 Retroactive Aid, 1937-1957 (2ff)
 Services, 1940-1949 (1ff)
 Social Security Act-Plans for Federal Assistance, 1936 (1ff)
 Social Security Board, 1936-1938 (2ff)
 Social Security Board-Regional Advisory Committee, 1943-1945 (1ff)
 Social Security Board-State Plan, 1936-1949 (4ff)
 Special Needs, 1940-1950 (1ff)
 Special Services-TBF Classification, 1946-1947 (1ff)
 Standards of Assistance, 1938-1949 (4ff)
 Standards of Assistance in ANC Program, 1952 (2ff)
 Standards of Assistance-Public Hearings, 1953 (1ff)
 Suspensions, 1940-1947 (1ff)
 Stepfathers, 1939-1950 (1ff)
 Transportation of Needy Children Outside of State, 1940-1948 (1ff)
 Tuition, 1944-1945 (1ff)
 TB Persons in Home, 1940-1948 (1ff)
 Unmarried Mothers, 1940-1949 (1ff)
 Wartime Activities, 1940-1946 (2ff)
 Warrants and Widowers, 1943-1949 (1ff)

3. Study Files. 1936-1953. 7 file folders. R350.179. Box 240, folders 1-7.

Arranged alphabetically by study topic.

Study Files include correspondence, reports, and studies of specific topics. Topics included: Administrative Study of ANC in TBF Classification, 1944; Absent Fathers, 1949-1950; A Detailed Study of 113 Cases in Los Angeles, 1939; Large Grant Study, 1947; Out-of-State Recipients, 1949; Rehabilitate Disabled Recipients of ANC Grants, 1953; and California Cotton Camps (Families and Migrant Labor), 1936.

4. Historical File. 1940-1953. 1 file folder. R350.180. Box 240, folder 8.

Series includes single file folder.

The Historical File is RESTRICTED under the California Information Practices Act of 1977 (Civil Code section 1798.24) because it contains personally identifiable information.

Historical File contains correspondence and circular letters regarding aid adjustments and means to calculate aid. Files also contain correspondence from specific cases regarding the procedures for income adjustments.

5. Medical Reviewer Files. 1952-1957. 10 file folders. R350.181. Box 240, folders 9-18.

Arranged chronologically by year.

Medical Reviewer Files relate to the medical reviewers and medical consultants either within the Department of Social Welfare or hired by the Department. Medical Reviewer files contain letters, memoranda, resumes, reports, notes, minutes of meetings, and workshop notes. Included in the medical reviewer files are biographical sketches of medical consultants, job descriptions for medical reviewers, how medical reviews operate, responsibilities of consultants, the background of the Medical Review Program, suggested training outlines, and reports from medical consultants.

ANC (Aid to Needy Children) Task Force

This sub-sub-record group came to the State Archives already in file order, in the first box of this sub-sub-record group under the heading of "Task Force Organization" is a document describing the order and topics in the sub-sub-record group.

The overall content of this group is the organizational structure and conduct of the ANC Task Force, and includes study files, committee notes, meeting minutes, meeting agendas, correspondence, and publications produced by the ANC Task Force.

1. Task Force Organization File. 1959-1960. 1 file folder. R350.182. Box 240, folder 19.

Series contains single file folder.

This file contains an ANC Task Force organization outline, general ANC organization, departmental organization with charts, and meeting notes.

2. Study Content Files. 1959-1960. 20 file folders. R350.183. Box 240, folder 20 – Box 241, folder 12.

Arranged with general files first and then alphabetically by study topic.

Study Content Files contain correspondence, charts, and reports of various topics related to Aid to Needy Children. Some topics of note include: Fraud; Aid Brochure; Separated Families; and Mismanagement.

See below for a complete list of Study Content Files.

General, 1959-1960 (4ff)
Aid Brochure, Working Papers, 1960 (1ff)
Aid Brochure, Charts and Rough Drafts, 1960 (1ff)
Discontinuance for Lack of Cooperation, 1960 (1ff)
Fraud, 1959-1960 (1ff)
Green Papers, Issue Statements, 1960 (1ff)
Illegitimacy, 1959-1960 (1ff)
Mismanagement, 1959-1960 (1ff)
Parental Behavior in ANC Families, 1960 (1ff)
Program Service Objectives, 1959-1960 (1ff)
Separated Families, 1959-1960 (1ff)
Staffing Needs, 1959-1960 (1ff)
State and County Responsibilities, 1959-1960 (1ff)
Stepfathers, 1959-1960 (1ff)
Welfare Funding and Costs, 1959-1960 (1ff)
White Paper, Final Drafts, 1959-1960 (1ff)
White Paper, Rough Drafts, 1959-1960 (1ff)

3. General Resource Material. 1959-1960. 1 file folder. R350.184. Box 241, folder 13.

Series contains single file folder.

General Resource Material file contains correspondence and reports about resource materials for ANC.

4. Community Activity Files. 1959-1960. 5 file folders. R350.185. Box 241, folders 14-18.

Arranged with publications first and then followed by newspaper articles.

Community Activity Files contain correspondence and copies of newspaper articles discussing ANC related publications. One file is devoted solely to illegitimacy-related newspaper articles.

5. Technical Advisory Committee Files. 1959-1960. 5 file folders. R350.186. Box 241, folders 19-23.

Arranged alphabetically by subject.

Technical Advisory Committee Files include correspondence, minutes, reports, memoranda and recommendations. The files included are: Agendas; Memorandum; and Meetings. Topics discussed include: discussions of waiting periods; stepfathers; discontinuances; parental behavior in ANC families; county accountability; consultation; guidance; and funds.

6. Committee File. 1959-1960. 1 file folder. R350.187. Box 241, folder 24.

Series contains single file folder.

This file contains correspondence, minutes, and proposals produced by and for the ANC Family Service Committee. The committee looked at topics such as: problems facing ANC; direction of Appraisal effort; machinery and methods to accomplish ANC appraisal; formulating rules, regulations, and proposed legislation; and formulating a fact book for ANC program including its purpose and direction.

7. Key Officials File. 1960. 1 file folder. R350.188. Box 241, folder 25.

Series contains single file folder.

File contains letters between Governor G. Edmund Brown, the Department of Social Welfare, and other key officials regarding ANC.

8. ANC Issues. 1960. 1 file folder. R350.189. Box 241, folder 26.

Series contains single file folder.

ANC Issues File contains notes in question and answer form regarding key ANC issues. Some of the questions answered include: how much can the community afford; who gets assistance and how much; are present state laws adequate to permit recovery by civil action or punishment by criminal action where the recipient receives benefits to which he is not entitled; what is the purpose of Aid to Needy Children; is there a great deal of fraud; and should families who consistently fail to meet financial obligations for essential items of food, clothing, and shelter be considered mismanagement cases, removed from case payment and given assistance in kind?

9. Survey and Study Files. 1959-1960. 3 file folders. R350.190. Box 241, folder 27 – Box 242, folder 1.

Arranged chronological order by date of survey.

Survey and Study Files contain various reports concerning ANC. Within these reports are correspondence, issue statements, questionnaires, rough drafts and final drafts. These reports are a great source of information regarding issues related to ANC and how the

Department of Social Welfare managed these issues. Some reports of note include: Age of Children Receiving ANC; Fraud in ANC; State-County Relationships and Public Welfare Financing in the ANC Program; and Stepfather in ANC Program.

10. Recommendations. 1959-1960. 1 file folder. R350.191. Box 242, folder 2.

Series contains single file folder.

Recommendation file contains correspondence and a report by J. M. Wedemeyer, Director of the State Department of Social Welfare titled, "Improving Administration of Aid to Needy Children: A Summary of Study Findings and Recommendations for Action."

11. Minutes, Meetings, and Agendas. 1959-1960. 6 file folders. R350.192. Box 242, folders 3-8.

Files are arranged chronologically by date.

Files contain correspondence, rough and final draft reports, minutes, and agendas from committees formed under the ANC Task Force.