Update 2003-5: Common Place Handbook
Errata to Common Place Handbook Update #03-02, ACCS

Background
All addenda, clarifications and errata are numbered and contain specific filing instructions to provide staff with a method to maintain complete handbooks.

Changes
The following corrections are made in this Update:

Special Assignments
Cases containing clients who are participating in “American Corrective Counseling Services” (ACCS) must be transferred to 1870 Senter Road for Special Assignment. When a case is identified as ACCS, the Social Services Program Manager (SSPM) of the identifying office must make arrangements with the SSPM of the District Office at 1870 Senter Road for case transfer.

Client Makes Extra Payments
When a client participating in ACCS makes a payment other than through the monthly reduction, procedures must be followed in the “Fiscal” Chapter (Section 59.3) of the Common Place Handbook.

Implementation
These changes are effective immediately upon receipt of this Update.

KATHERINE BUCKOVETZ, DIRECTOR
Department of Employment and Benefit Services

Contact Person(s): Tomás Dolcini, Program Coordinator, (408) 491-6700.
Filing Instructions for Update 2003-5: Common Place Handbook

Errata to Common Place Handbook Update #03-02, ACCS

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<th>Remove</th>
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<tr>
<td>N/A</td>
<td>Chapter 27, pp. 19-20 (04/25/03)</td>
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