Update 2010-5: Common Place Handbook
Forms Available in Shelf Stock

Background

Information Systems and the CalWIN Division Program Bureau collaborated to develop a Forms Website for the Department of Employment and Benefit Services (DEBS) staff that was launched on October 23, 2009.

Moving over completely to an on-line system eliminates the need for offices to order forms, and reduces the wait time to receive a new/revised form, since all new/revised forms will be posted the same day they become available. In addition, more space will be freed up in District Offices and Central Supply, since the need to stock hundreds of forms is no longer required.

Changes

The contents of Agency Memorandum (AM) #09-44 titled, “DEBS Forms Available in Shelf Stock” is incorporated into Chapter 26 of the Common Place Handbook (CPHB).

Since the posting of AM #09-44, input was received by many staff members and forms are added and deleted.

[Refer to “Forms Available in Shelf Stock,” page 26-1]

Implementation

This policy was effective October 23, 2009, but has been incorporated into a separate handbook chapter in the CPHB.
Clerical

Office Management Coordinators (OMCs) must review this section with their respective staff at their next clerical meeting, but no later than 03/19/10. It is imperative that OMCs ensure staff are on board with this policy and thoroughly understand which forms may be kept in shelf stock.

Kudos

Many thanks to the numerous staff who provided input on those procedures.

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