

January 19, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 23-14**

The purpose of this All County Letter is to notify counties of an Amendment to the 2019 California Department of Social Services (CDSS) Privacy and Security Agreement and to provide counties with instructions for returning signed Amendments to the CDSS. This letter supersedes All County Letter No. 19-56. The current Agreements will expire March 1, 2023. The purpose of the Amendment between CDSS and each County Welfare Department (CWD)/Agency is to extend the termination date of the 2019 Agreement by a year to allow ongoing transmissions of Personally Identifiable Information (PII) while the 2022 renewal of the Agreement is negotiated and finalized between CDSS and the County Departments/Agencies. The Amendment will remain in effect until March 1, 2024 or upon execution of a successor Agreement, whichever occurs sooner. All fifty-eight (58) CWDs are required to sign the 2019 Agreement Amendment to prevent disruptions to the transmission of PII between the counties and CDSS.



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

January 19, 2023

ALL COUNTY LETTER NO. 23-14

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY ADMINISTRATION OFFICERS  
ALL COUNTY PRIVACY AND SECURITY OFFICERS

SUBJECT: AMENDMENT REQUIRED FOR 2019 PRIVACY AND SECURITY AGREEMENT (PSA)

REFERENCE: [2019 PSA ALL COUNTY LETTER \(ACL\) 19-56E](#),  
[STATE ADMINISTRATIVE MANUAL \(SAM\) SECTION 1240](#) AND  
[SAM SECTION 1734](#)

The purpose of this ACL is to notify counties of an Amendment to the 2019 California Department of Social Services (CDSS) PSA and to provide counties with instructions for returning signed Amendments to the CDSS. This letter supersedes All County Letter No. 19-56. The current Agreements will expire March 1, 2023. The purpose of the Amendment between CDSS and each County Department/Agency is to extend the termination date of the 2019 Agreement by a year to allow ongoing transmissions of Personally Identifiable Information (PII) while the 2022 renewal of the Agreement is negotiated and finalized between CDSS and the County Welfare Departments (CWD)/Agencies. The Amendment will remain in effect until March 1, 2024 or upon execution of a successor Agreement, whichever occurs sooner. All fifty-eight (58) CWDs are required to sign the 2019 Agreement Amendment to prevent disruptions to the transmission of PII between the counties and CDSS.

### **BACKGROUND**

The purpose of the Agreement is to ensure the security and privacy of PII contained in the Medi-Cal Eligibility Data System, the Applicant Income and Eligibility Verification System, and in data received from the Social Security Administration (SSA) and other sources. Because counties have access to SSA-provided information, SSA requires that CDSS enter into individual agreements with the counties to safeguard this information.

**SUBMISSION GUIDELINES**

The Agreement Amendment template is enclosed in this letter. CWDs/Agencies should follow the instructions below when returning signed Amendments to CDSS. The CWD/Agency should not modify any of the Amendment language, except as instructed below.

- The CWD/Agency shall complete the Preamble of the Agreement by entering the name of the County and the CWD/Agency.
- The CWD/Agency shall enter signatory information. The name and title of the signatory must be printed or typed.
- The CWD/Agency shall modify the Header of the Agreement in order to enter the appropriate Agreement Number. The enclosed Agreement displays a sample Agreement Number of "19-XX." CWDs should replace the "XX" with the appropriate two-digit county code.

Authorized CWD/Agency officials may sign the Amendment electronically or with wet signature. CDSS will accept electronic signatures according to CDSS-approved methods as dictated by the State Administrative Manual Sections 1240 and 1734.

If choosing to sign electronically, the CWD/Agency shall submit one signed Amendment to CDSS at the email address below. If choosing to sign with a wet signature, the CWD/Agency shall submit at least two signed copies of the Amendment, both of which are to contain the original wet signature to CDSS at the physical address below. If the CWD/Agency would like to have an additional Amendment in wet signature, additional signed copies can be submitted with a written request that CDSS return multiple copies to the CWD/Agency.

The CWD/Agency should ensure that CDSS receives the signed Amendment by March 1, 2023. The CWD/Agency should contact CDSS as soon as possible if unable to submit the signed Amendments by the due date.

Physical address for submission of Amendment with wet signature:

Department of Social Services  
Information Security & Privacy Office - PSA  
744 P Street, MS 9-10-59  
Sacramento, CA 95814

Email address for submission of Amendment with electronic signature:

[cdsspsa@dss.ca.gov](mailto:cdsspsa@dss.ca.gov)

At the time of the Amendment submission, electronic or hard copy, CWD/Agency shall include a contact name, physical mailing address or email address, and contact phone number, which will be used when CDSS returns the signed Agreement(s) to the County Department/Agency.

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Once CDSS receives the signed Amendments, they will be signed by CDSS and executed copies of the Amendments will be returned to the CWD/Agency via either email or overnight delivery.

In the event that you need to contact CDSS regarding any of the information in this letter or additional privacy and information security concerns, please submit inquiries via email to the PSA inbox at [cdsspsa@dss.ca.gov](mailto:cdsspsa@dss.ca.gov).

Sincerely,

***Original Document Signed By***

CHAD CROWE, Deputy Director, Chief Information Officer  
Information Security and Privacy Office  
Information Systems Division