



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
MARYE L. THOMAS, M.D., DIRECTOR

Alameda County Substitute Payee Program  
P. O. Box 129, San Leandro, CA 94577  
(510) 383-1567 FAX (510) 383-1583  
QIC 28005

Date: May 18, 2005

To: All Sub-Payee Case Managers and Contact Staff

From: Elsie Garcia

RE: Check Pick-Ups

If you would like to pick up a check, you must indicate this on the transmittal or talk to a Sub-Payee worker personally.

Do not leave a message on voicemail. The Sub-Payee worker may be out of the office and/or may not receive your message until after the checks have been mailed .

If your Sub-Payee worker is not available, please either fax your request to our unit or call another worker in the Sub-Payee unit listed below:

<u>Laurie Pauselius</u>	<u>PST</u>	<u>510-383-1558</u>	<u>Teline 31558</u>
<u>Maria Gonzalez-Ruiz</u>	<u>PST</u>	<u>510-383-1559</u>	<u>Teline 31559</u>
<u>Linda Walters</u>	<u>PST</u>	<u>510-383-1567</u>	<u>Teline 31561</u>
<u>Rosa Rivera</u>	<u>PST</u>	<u>510-383-1560</u>	<u>Teline 31560</u>
<u>Hilda Garcia</u>	<u>PST</u>	<u>510-777-2194</u>	<u>Teline 32194</u>
<u>Gina Miller</u>	<u>PST</u>	<u>510-777-2193</u>	<u>Teline 32193</u>
<u>Renee Plunkett</u>	<u>Supervisor</u>	<u>510-383-1567</u>	<u>Teline 31567</u>
<u>Jennifer Villalta</u>	<u>Unit Clerk</u>	<u>510-383-1557</u>	<u>Teline 31557</u>

### **\*\*REMINDER\*\***

Only authorized case managers and/or contact staff may pick up checks  
Never bring clients to the Sub-Payee office

