

MEMO REGARDING HOSPITALIZATIONS AND/OR INCARCERATIONS  
TO ALAMEDA COUNTY SUBSTITUTE PAYEE PROGRAM

P. O. BOX 129, SAN LEANDRO, CA 94577

(510) 383-1567 FAX NO. (510) 383-1583 TIE LINE 31567 QIC 28005

DATE: \_\_\_\_\_

TO: ☐ Laurie Pauselius ☐ Hilda Garcia ☐ Maria Gonzalez-Ruiz  
☐ Rosa Rivera ☐ Linda Walters ☐ Georgina Miller

FROM: \_\_\_\_\_

SITE: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

RE: \_\_\_\_\_  
Name of Client

This is to inform you that client was: (check box or boxes below that apply and provide dates)

☐ ADMITTED TO ☐ DISCHARGED FROM

- ☐ John George Pavilion on \_\_\_\_\_  
☐ Herrick Hospital on \_\_\_\_\_  
☐ Eden Hospital on \_\_\_\_\_  
☐ Fremont Hospital on \_\_\_\_\_  
☐ Woodroge Place on \_\_\_\_\_  
☐ Other: \_\_\_\_\_ on \_\_\_\_\_  
Name & Address of Hospital use comments section below if additional space is needed)

☐ CONTINUE DISBURSEMENTS IF CLIENT DOES NOT RETURN TO SAME ADDRESS, I WILL INFORM YOU.

☐ STOP DISBURSEMENTS (TRANSMITTAL REQUIRED TO RESUME PAYMENTS)

PLEASE NOTE: SUB-PAYEE UNIT MUST BE NOTIFIED WHEN CLIENT IS DISCHARGED AND  
DISBURSEMENTS MAY BE STOPPED IF HOSPITALIZED FOR AN ENTIRE CALENDAR MONTH.

DATES must be provided

☐ INCARCERATED AT ☐ RELEASED FROM

- ☐ Santa Rita Jail on \_\_\_\_\_  
☐ North County Jail on \_\_\_\_\_  
☐ Other: \_\_\_\_\_ on \_\_\_\_\_  
(Name and Address of Jail or Prison use comments section below if additional space is needed)

☐ STOP DISBURSEMENTS (TRANSMITTAL REQUIRED TO RESUME PAYMENTS)

☐ CONTINUE DISBURSEMENTS AS CLIENT WILL BE RELEASED ON

\_\_\_\_\_. IF NOT RELEASED ON THIS DATE, I WILL LET YOU KNOW.

**REMINDER TO CASE MANAGERS: VERIFICATION OF RELEASE OF INCARCERATION IS REQUIRED  
BY SOCIAL SECURITY. PLEASE PROVIDE VERIFICATION WHEN CLIENT IS RELEASED. CLIENT'S  
ARE INELIGIBLE IF INCARCERATED FOR AN ENTIRE CALENDAR MONTH.**

COMMENTS: \_\_\_\_\_

This FAX is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged,  
confidential and exempt from disclosure under applicable law. If you are not the intended recipient, any dissemination, distribution or  
copying of this communication is strictly prohibited.

IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY THIS OFFICE IMMEDIATELY BY TELEPHONE AND  
RETURN THE ORIGINAL FAX TO THE ADDRESS SHOWN ABOVE VIA U.S. POSTAL SERVICE. WE APPRECIATE YOUR  
COOPERATION.

ADMIT, DISCHARGED, INCARCERATED, RELEASED NOTICE FROM CASE MANAGER