

# County of Santa Clara

Social Services Agency

333 West Julian Street  
San Jose, California 95110-2335



June 2008

Dear In-Home Supportive Services (IHSS) Clients and Providers:

Beginning July 2008 the campus at 333 West Julian Street where the IHSS office is located will be under construction for the next 18 months.

During this period visitor and disabled parking will be severely limited and the campus will experience a high volume of traffic congestion due to staff parking and construction only zones. It is highly encouraged that during this period providers mail in their timecards via the US Postal Service. **Mailing in your timecard(s) will be the most efficient and effective method to process your timecard(s) during the next 18 months.**

**Please note: The drop box located at the entrance of the building will no longer be available to drop off timecards due to the construction zone and safety issues.** All timecards and other IHSS-related documents must be mailed or placed in the "drive through only" drop box. Please see the map on the reverse side of this notice for details on the "drive through only" drop box. All vehicles stopping or parking in construction zones will be ticketed. Be assured that the contents of the "drive through only" drop box will be picked up twice daily.

Again, during our construction period mailing will be the most effective method to process your timecards, but if you must hand deliver your timecard you **must** use the "drive through only" drop box.

Thank you for your assistance in this matter.

Sincerely,

  
James Ramoni  
IHSS Program Manager  
(408) 975-4899

