

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR**

**ACTION REFERRAL**

TO	DATE
<i>Wells/FOIA</i>	<i>11-2-07</i>

<b>DIRECTOR'S USE ONLY</b>	<b>ACTION REQUESTED</b>
1. LOG NUMBER <i>000240</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>CC: Singleton, Stensland</i> <i>Cleared 11/7/07, letter attached.</i>	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____
	<input checked="" type="checkbox"/> FOIA DATE DUE <i>11-14-07</i>
	<input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

Ms. Jacqueline Davis  
453 Olin Road  
Vance, SC 29163

November 1, 2007

**RECEIVED**

NOV 02 2007

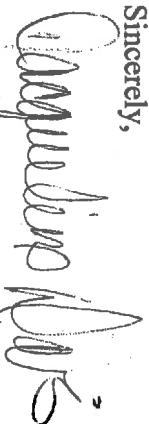
S. C. Dept. of Health and Human Services  
Human Resources Office  
1801 Main Street  
Columbia, SC 29202

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

To Whom It May Concern:

I applied for position number P000025126 posted 6/12/07. I'm writing to request the qualifications on the top three candidates for this position under the Freedom of Information Act.

Sincerely,



Jacqueline Davis



*State of South Carolina*  
*Department of Health and Human Services*

Mark Sanford  
Governor

Robert M. Kerr  
Director

TO:

FROM:

SUBJECT: Cost of Processing Request for Information

The South Carolina Department of Health and Human Services has received and processed your Information request. The cost for processing this information is as follows:

Staff processing time at \$10.00 per hour	_____ Hours	\$ _____
Pages copied at \$.10 per page	_____ Pages	\$ _____
Pages faxed at \$.20 per page	_____ Pages	\$ _____
Shipping and Handling Costs		\$ _____
Other costs associated with the FOIA request:	_____	\$ _____

**Total Amount Due SCDHHS:**

**\$ \_\_\_\_\_**

Please remit the above amount to the following address:

Bureau of Fiscal Affairs  
South Carolina Department of Health and Human Services  
Post Office Box 8297  
Columbia, South Carolina 29202-8397

Please contact \_\_\_\_\_ should you have any questions.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Finance and Administration  
P. O. Box 8206 Columbia South Carolina 29202-8206  
(803) 898-2503 Fax (803) 255-8235



*State of South Carolina*  
Department of Health and Human Services

*See 240*

Mark Sanford  
Governor

Emma Forkner  
Director

November 7, 2007


VIA CERTIFIED MAIL AND US MAIL

Ms. Jacqueline Davis  
453 Olin Road  
Vance, South Carolina 29163

Dear Ms. Davis:

In a letter dated November 1, 2007, you requested "qualifications on the top three candidates for this position" for the Human Services Coordinator I position #P000025126 at the Department of Health and Human Services (DHHS). In accordance with the Freedom of Information Act, SC Code Ann. § 30-4-40 (a)(13), "materials relating to...the final three applicants under consideration for a position must be made available for public inspection and copying." The employment applications for the top three candidates, excluding certain background information exempt from disclosure, are enclosed.

If you have any further requests, you may contact the DHHS Office of Human Resources at (803)898-2670.

Sincerely,  
  
Boyd Shealy  
Assistant Employee Relations Manager  
Office of Human Resources

Enclosures

cc: Alicia Jacobs, Interim Deputy Director  
William Wells, Deputy Director  
Deirdra Singleton, General Counsel  
Jeff Stensland, Public Information  
Personnel File

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Office of Human Resources  
P. O. Box 8206 Columbia South Carolina 29202-8206  
(803) 898-2670 Fax (803) 898-4500