

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

|                   |                |
|-------------------|----------------|
| TO                | DATE           |
| <i>Wells/FOIA</i> | <i>3-26-10</i> |

| DIRECTOR'S USE ONLY  | ACTION REQUESTED   |
|--|--|
| 1. LOG NUMBER<br><i>1001403</i>  | <input type="checkbox"/> Prepare reply for the Director's signature<br>DATE DUE _____  |
| 2. DATE SIGNED BY DIRECTOR<br><i>cc: Stensland, Single for<br/>Cleared 4/9/10 letter<br/>attached.</i> | <input checked="" type="checkbox"/> Prepare reply for appropriate signature<br>DATE DUE _____<br><input checked="" type="checkbox"/> FOIA<br>DATE DUE <i>4-9-10</i><br><input type="checkbox"/> Necessary Action |

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

Brenda James - cost report request

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**From:** "SCARCH" <scarch@scarch.org>  
**To:** <Stensjef@scdhhs.gov>  
**Date:** 3/25/2010 10:08 AM  
**Subject:** cost report request  
**Attachments:** cost report request.pdf

**RECEIVED**

MAR 25 2010

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

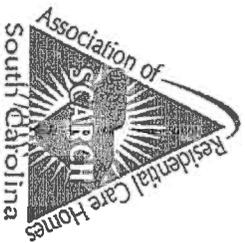
Mr. Stensland,

Please see request for cost reports under FOIA. Thank you.



Melody Bailey | Executive Director

**\*\* SCARCH has moved! Please note our new address! \*\***  
South Carolina Association of Residential Care Homes  
4721 Sunset Blvd, Suite D | Lexington, SC 29072  
Phone: (800) 862.2908 | Fax: (803) 951.2136  
www.scarch.org



South Carolina Association of  
Residential Care Homes

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**RECEIVED**

March 25, 2010

MAR 26 2010

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Mr. Jeff Stensland  
Dear Jeff:

I would like to request a copy of the latest cost reports for Residential Care/Assisted Living DHHS has compiled. I believe the June 20, 2009 had been completed and under the FOIA I would like to request a copy.

Please call me at 803-951-3296 or email at [scarch@scarch.org](mailto:scarch@scarch.org) if you have any questions.  
Thank you.

Sincerely,

Melody Bailey, Executive Director

4721 Sunset Boulevard, Suite D, Lexington, South Carolina 29072

Phone: 803.951.3296

Fax: 803.951.2136

Email: [scarch@scarch.org](mailto:scarch@scarch.org)

Website: [www.scarch.org](http://www.scarch.org)



TO:  
FROM:

SUBJECT: Cost of Processing FOIA Request #

The South Carolina Department of Health and Human Services has received and processed your FOIA 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: | _____       | \$ _____        |
| <b>Total Amount Due SCDHHS:</b>               |             | <b>\$ _____</b> |

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 29202-8297

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

Signature \_\_\_\_\_

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



809 0403

April 9, 2010

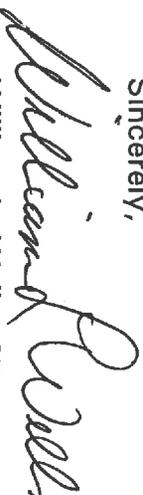
Ms. Melody Bailey  
SC Association of Residential Care Homes  
4721 Sunset Boulevard, Suite D  
Lexington, SC 29072

Dear Ms. Bailey:

Enclosed you will find the information and the billing for processing your recent Freedom of Information Act request from our office.

I hope this information is helpful to you. If you should have any questions, please contact Brandy Putnam at (803) 898-1040.

Sincerely,



William L. Wells, CPA  
Deputy Director

WLW/bp  
Enclosures



April 9, 2010

TO: Ms. Melody Bailey  
SC Association of Residential Care Homes

FROM: William L. Wells, CPA  
Deputy Director

SUBJECT: Cost of Processing FOIA Request # 403

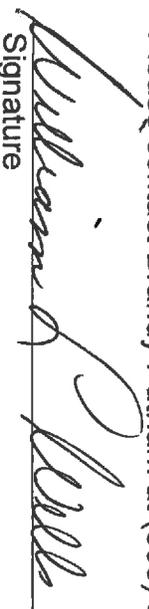
The South Carolina Department of Health and Human Services has received and processed your FOIA request. The cost for processing this information is as follows:

|   |   |       |                |
|---|---|-------|----------------|
| Staff processing time at \$10.00 per hour     | 1 | Hours | \$10.00        |
| Pages copied at \$.10 per page                | 6 | Pages | \$ 0.60        |
| Pages faxed at \$.20 per page                 |   | Pages | \$ _____       |
| Shipping and Handling Costs                   |   |       | \$ 1.00        |
| Other costs associated with the FOIA request: |   |       | \$ _____       |
| <b>Total Amount Due SCDHHS:</b>               |   |       | <b>\$11.60</b> |

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 29202-8297

Please contact Brandy Putnam at (803) 898-1040 should you have any questions.

  
Signature

April 12, 2010  
Date