



***SAMPLE HEALTH OFFICER ADA SUPPORT
LETTER TO SCHOOLS/EPIDEMIC
DECLARATION***

To School Officials:

Because of the pandemic flu epidemic in our community, your school(s) is experiencing a “material decrease” in attendance and is eligible to apply for waivers to recoup average daily attendance (ADA) loss.

According to Education Code Section 46392 [a][4], schools experiencing a “material decrease” in attendance- at least 10% of the students who would normally attend a school do not attend on any one day – may file for reimbursement for ADA funds due to disease epidemic. The California Department of Education requires the Local Health Officer to verify the cause of increased absenteeism is due to a disease outbreak.

This letter serves as verification that the Local Health Officer has declared a pandemic flu epidemic in Contra Costa County. During the period from (enter DATE) though (DATE), cases of pandemic flu were significantly above baseline levels in Contra Costa County. For the purposes of Education Code, this constitutes a pandemic flu epidemic that likely resulted in a material decrease in school attendance during this period of time.

If you have any questions regarding this letter, call Contra Costa Health Services Communicable Disease Program at 925-313-6740.

Sincerely,

William Walker, MD
Director and Health Officer