

Policy F.Y.I.

From the Policy Unit

Date: 06-05-2026

FYI-487

Please contact the Policy Unit if you have questions regarding this announcement at DCSSPOLICYQUESTIONS@azdes.gov.



SUBJECT: Policy FYI-487 | Submitting Requests to the Policy Unit Update

The purpose of this Policy FYI is to clarify the process for submitting Policy Questions to the Policy Unit inbox.

Per the standard work for [Submitting Requests to the Policy Unit](#), all policy questions submitted to the Policy inbox at dcsspolicyquestions@azdes.gov must have the requestor's direct supervisor included on the initial request.

This is to ensure that DCSS leaders are aware and maintain an understanding of any policy or procedure questions being asked by their teams, as well as the answers provided.

Please ensure your supervisor is included on all correspondence to avoid any delays. Otherwise, the request will be rejected and returned.

The standard work for [Submitting Requests to the Policy Unit](#) is located in The PORT under Standard Work/Global

We urge DCSS team members to view this information directly on The PORT and not create a separate personal file.
Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail.