



F.Y.I.

from the Policy Unit

FYI-099

Date: November 3, 2016

SUBJECT: Submitting Policy Questions

Please contact the Policy Unit if you have any questions regarding these or any other changes at [GEARUP>DCSE Collaboration – Teams>Policy Questions](#) or 602-771-8127
The IV-D PARTNERS should send POLICY inquiries directly to DCSS-POLICYQUESTIONS@azdes.gov

In order to provide better service to our colleagues, effective immediately, the Policy Question Form on GEARUP will no longer be used. Questions submitted prior to this announcement will be answered and closed out. DCSS colleagues are now asked to submit all questions to the Policy Unit via the DCSS-POLICYQUESTIONS@azdes.gov mailbox.

Although notice of approval by a supervisor is no longer required for questions to be assigned to a Policy Writer, colleagues must copy their supervisor when submitting a question to the mailbox. Policy staff will also include the requestor's supervisor when responding to questions.

The Policy Unit will continue tracking policy questions and reporting out to CSOA management on a monthly basis.