



# **F.Y.I.**

**from the Policy Unit**

**FYI-108**

**Date: February 2, 2017**

**SUBJECT: MID Administrative Review**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS-POLICYQUESTIONS@azdes.gov](mailto:DCSS-POLICYQUESTIONS@azdes.gov) or call 602-771-8127

The Administrative Review Unit (ARU) must be notified immediately whenever DCSS staff become aware of a potential mistaken identity issue. The DCSS has only two days to resolve the mistaken identity and return funds to an injured party. By sending these requests to ARU as soon as they are received, you will help ensure that the DCSS does not fail statutory timelines.

Upon receipt of a complaint for mistaken identity, immediately contact ARU. Provide the ATLAS case number, contact information and any supporting documentation to the ARU Mail box at +DCSS-ARU ([DCSS-ARU@azdes.gov](mailto:DCSS-ARU@azdes.gov)) or by fax to 602-771-8398.