



F.Y.I.

from the Policy Unit

FYI-109

Date: February 7, 2017

SUBJECT: Special Disbursement SOP and Desk Aid

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

In collaboration with the Specialized Debts Unit, Policy is pleased to announce the [Special Disbursement SOP](#) and [Desk Aid](#) now located in The PORT. The SOP and desk aid provide colleagues an overview of the special disbursement process and standardizes office practice. The ability to use the special disbursement process is limited to a small group of qualified users in the Specialized Debts Unit.