



F.Y.I.

from the Policy Unit

FYI-136

Date: August 29, 2017

SUBJECT: Submitting Policy Questions Reminder

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

The purpose of this F.Y.I. is to encourage you to submit all policy questions to the DCSS-POLICYQUESTIONS@azdes.gov mailbox. This ensures that all questions are tracked and answered timely. Our goal is to answer questions within two business days or less. Please keep in mind that some questions require a legal opinion or comprehensive research that may delay the response and your patience is appreciated.

Although approval by a supervisor is not required for questions to be assigned to a policy writer, please copy your supervisor when submitting a question to the mailbox. Policy will also copy your supervisor when we provide the final response. Policy questions are reviewed for trends in case issues or for any training and a report is provided to management monthly.