



# **F.Y.I.**

**from the Policy Unit**

**FYI-171**

**Date: April 25, 2018**

## **SUBJECT: DCSS Locate Resources**

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 Policy unit is pleased to announce the following updated and new Locate resources:

- DCSS Locate Procedures SOP ([updated](#))
- Locate Reference Resource Guide DCSS desk aid ([updated](#))
- Generating Employment Verification SOP ([new](#))
- Arizona Guide System (BG01) desk aid ([new](#))
- Locate desk aid ([new](#))

**PLEASE NOTE: A major modification has been made to the BG01 process. To ensure confidentiality, staff may no longer print the W5 or W6 transaction screens.**

These tools are designed to assist staff in performing the Locate function.

The locate tools may be found in the PORT under the following: The PORT>Standard Operating Procedures>Locate & The PORT>Desk Aids>Locate.

