



# **F.Y.I.**

**from the Policy Unit**

**FYI-204**

**Date: December 27, 2018**

**SUBJECT: MID Administrative Review (AMENDED)**

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

Whenever DCSS staff become aware of a potential mistaken identity issue the Administrative Review Unit (ARU) must be notified **immediately**. DCSS staff have a **maximum of two days** to resolve the mistaken identity issue 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.

To accurately submit your request for a mistaken identity issue, 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.

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

*\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail.*

