



F.Y.I.

from the Policy Unit

FYI-167

Date: March 22, 2018

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 remind staff to submit all policy questions to the DCSSPolicyQuestions@azdes.gov mailbox. This ensures that all questions are tracked and answered timely. Our goal is to answer questions within two business days. 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 or a follow up question to the mailbox. Policy will also copy your supervisor when we provide the final response.