



F.Y.I.

from the Policy Unit

FYI-185

Date: July 9, 2018

SUBJECT: BG01 Process Clarification

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

The purpose of this FYI is to clarify direction provided in a recent notice from Policy regarding the BG01 process. In [Policy FYI 182](#), staff were directed not to print the W5 and W6 BG01 screens due to FTI confidentiality concerns.

After receiving clarification from Unemployment Insurance Policy, it has been determined that staff may resume the previously approved practice of printing the W5 and W6 BG01 screens, as needed, to assist the AGs with working DCSS referrals.

The [Arizona Guide System \(BG01\) Desk Aid](#) has been updated to reflect this change.

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

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