



F.Y.I.

from the Policy Unit

FYI-222

Date: May 6, 2019

SUBJECT: DCSS Locate Procedures Standard Operating Procedure (SOP) and Locate Desk Aid

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 Policy Unit is pleased to announce the [DCSS Locate Procedures Standard Operating Procedure \(SOP\)](#) and the [Locate Desk Aid](#) have been updated with the following:

- Definitions for the “Date As Of” and “Verified Date”.
- ATLAS numbers are no longer required on postal verification.
- Prior to generating employer verifications, attempt to verify employment or obtain locate information by calling the employer.

More information regarding these changes will follow from the DCSS Communication Team.

The DCSS Locate Procedures SOP may be found on the PORT in the following location: Standard Operating Procedures>Locate>DCSS Locate Procedures

The Locate Desk Aid may be found on the PORT in the following location: Desk Aids>Locate>Locate Desk Aid

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

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