



F.Y.I.

from the Policy Unit

FYI-233

Date: July 3, 2019

SUBJECT: Documenting Adoption Orders/ADM SOP

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 would like to advise staff that the [Documenting Adoption Orders/ADM SOP](#) has been uploaded to The PORT. This SOP resolves the issue of Income Withholding Orders (IWOs) issuing with the Adoption court order number.

The SOP is located in The PORT under **STANDARD OPERATING PROCEDURES > DEBT/FINANCIAL MANAGEMENT.**

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

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