



# **F.Y.I.**

**from the Policy Unit**

**FYI-253**

**Date: January 27, 2020**

## **SUBJECT: SUOD Approver Process Desk Aid**

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

Policy is pleased to announce the [SUOD Approver Process Desk Aid was added to the PORT](#). This desk aid provides a court order pre-review of “What” to look for and “Why” acquiring the information is essential before entering an order on SUOD. This desk aid also explains the steps to enter an order in SUOD in all five panels.

The SUOD Approver Process Desk Aid may be found on the PORT in the following location:  
DESK AIDS> Debt/Financial Management>SUOD Approver Process Desk Aid

*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*