



# **F.Y.I.**

**from the Policy Unit**

**FYI-325**

**Date: Thursday, February 11, 2021**

**SUBJECT: Application/TANF Pre-Cooperation SOP and Desk Aid,  
INDF Standard Work Desk Aid and TANF 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

The Policy Unit would like to advise staff that the [Application/TANF Pre-Cooperation and Interview SOP](#) and [Application/TANF Pre-Cooperation Desk Aid](#), as well as the [INDF Standard Work Desk Aid](#) have been updated. In addition, the [TANF Desk Aid](#) has been uploaded to The PORT. These documents are located under **STANDARD OPERATING PROCEDURES > INTAKE** and **DESK AIDS > Intake**.

*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*