



**F.Y.I.**

**from the Policy Unit**

**FYI-335**

**Date: Monday, April 26, 2021**

**SUBJECT: Incoming Mail Standard Work**

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 is pleased to inform you the Incoming Mail Standard Work is now available in The PORT. This piece of standard work standardizes the processing of incoming first-class mail, as well as inter-office mail received through the Central Mail and Imaging Team (CMI).

The standard work can be found here: [The PORT>DESK AIDS>Global>Incoming Mail Standard Work](#)

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

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