



F.Y.I.

from the Policy Unit

FYI-345

Date: June 10, 2021

SUBJECT: Submitting Requests for Administrative Review

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 purpose of this F.Y.I. is to remind staff that all requests for administrative review should be forwarded to ARU's group email DCSS-ARU@azdes.gov or fax to 602-771-8398 immediately.

Requests should not be imaged into the casefile. The ARU does not receive notification when documents are imaged into the casefile. This can delay the response to the client, result in an overpayment, and can cause DCSS to miss the federal deadlines.

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*