



F.Y.I.

from the Policy Unit

FYI-349

Date: Monday, August 9, 2021

SUBJECT: AMENDED – Administrative Review Request E-Mail Reminder

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

An FYI was issued last month 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. Please keep in mind that the email address [DCSS\(space\) ARU@azdes.gov](mailto:DCSS(space)ARU@azdes.gov) is not to be given to our customers as it provides personal details for every ARU officer. It is not a public email address.

Recently there has been a significant increase in the number of clients who have been given the wrong email or fax information. It is important for customers to use the proper email address or fax number for requesting administrative review. Any delay results in clients and/or DCSS missing important deadlines.

Bank levies are starting again so we must make sure that our clients have the proper information. Remember, all requests for administrative review should be forwarded to ARU's group email DCSS-ARU@azdes.gov or fax to 602-771-8398 immediately.

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*

