F.Y.I.

from the Policy Unit
FYI-363
Date: February 8, 2022

SUBJECT: Locating a Verification of Employment History or a Postal Verification on OnBase

Please contact the Policy Unit if you have any questions regarding these or any other changes at
DCSS POLICYQUESTIONS@azdes.gov

This FYI is to inform staff that Verification of Employment History and Postal Verification forms are found using the HLCI number. When retrieving a copy of either of these forms from OnBase your search must be done by the HLCI number and not by an ATLAS case number.

To retrieve a copy from OnBase follow the steps on the OnBase Verification of Employment History and Postal Verification tool. The OnBase Verification of Employment History and Postal Verification tool may be found on the PORT in the following location: DESK AIDS>Global>OnBase Verification of Employment History and Postal Verification

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