



F.Y.I.

from the Policy Unit

FYI-408

Date: 7/7/2023

SUBJECT: Reminders for Submitting Policy Questions

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

This F.Y.I. is intended to provide staff with some helpful reminders when submitting policy questions.

All policy questions must be sent to the DCSSPolicyQuestions@azdes.gov mailbox. This ensures that all questions are tracked and answered timely. Our goal is to answer questions within three business days or less. Some questions require a legal opinion or comprehensive research that may delay the response and your patience is appreciated.

The use of Virtru encryption security is not necessary for communications sent within the organization and impedes the viewing of the inquiry.

Due to the uniqueness of each case, always include the ATLAS case number for case-specific questions. It is preferred to focus on case-specific inquiries, given the complexities of individual case circumstances.

Although approval by a supervisor is not required for questions to be assigned to a Policy Writer, please copy your supervisor when submitting a question to the mailbox. Supervisors are copied in the final response email sent by Policy when questions are submitted.

*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