



# **F.Y.I.**

**from the Policy Unit  
FYI-413**

**Date: August 4, 2023**

## **SUBJECT: Cottonwood Office Permanent Closure**

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)

This Policy FYI is to inform staff of the permanent closure of the Cottonwood DCSS office currently located at 1500 E. Cherry St., Ste. F, Cottonwood, AZ 86326. This closure will be effective at the close of the business day on Friday, August 4, 2023.

The main Cottonwood office phone number and fax will no longer be in use. A lobby phone will be available for clients to contact a caseworker. Clients using the lobby phone in Cottonwood will be instructed to use the Prescott Valley main inbound phone number 928-759-1700 to contact a caseworker.

The Cottonwood office mail drop 7352 will also cease to accept incoming mail. All documents generated from ATLAS and the mainframe will be rerouted to the Prescott Valley office located at:

3262 N. Bob Dr., Ste.13  
Prescott Valley, AZ 86314

Phone: 928-759-1700

Fax: 928-759-1697

Mail Drop: 7354

**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.**