

Policy F.Y.I.

From the Policy Unit

Date: 05-02-2025

FYI-463

Please contact the Policy Unit if you have questions regarding this announcement at DCSSPOLICYQUESTIONS@azdes.gov.



SUBJECT: Policy FYI-463 | New Process for Submitting Requests to the Policy Unit Inbox

The purpose of this Policy FYI is to introduce staff to the new process for submitting requests to the Policy Unit inbox.

The new standard work for [Submitting Requests to the Policy Unit](#) is located in The PORT under Standard Work/Global. All staff are encouraged to review the standard work **before** submitting their next request to the policy unit and begin following the new process immediately.

The standard work outlines new and important timelines for review requests as well as reminders to ensure consistency among all staff.

Policy has created the [Policy Review Request form](#) that must be used each time a request is made for the following:

- Training or presentation reviews
- Standard work reviews
- Form requests, including creating new forms or revising existing forms.

Send questions regarding use of the new Request form to dcsspolicyquestions@azdes.gov.

Staff will continue to submit Policy Questions to the [DCSS Policy Questions](#) inbox by email, no form is needed

We urge DCSS team members 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.