

Policy F.Y.I.

From the Policy Unit

Date: 05-30-2025

FYI-465

Please contact the Policy Unit if you have questions regarding this announcement at

DCSSPOLICYQUESTIONS@azdes.gov.



SUBJECT: Policy FYI-465 | New & Revised PORT Publication | Standard Work

The Policy Unit is pleased to announce the following new and revised Standard Work (SW) documents have been published in The PORT. All SW listed in this FYI may replace a desk aid, a standard operating procedure (SOP), a procedure, or an existing SW. All listed documents were published as of 5/28/2025.

- **New:** [Intake for Responding](#)
 - This Standard Work does not replace an existing document.
- **New:** [Contempt Action Reviews/Enforcement Referrals Interim Process](#)
 - This Standard Work does not replace an existing document.
- **New:** [Spanish Speaker Return Calls](#)
 - This Standard Work does not replace an existing document.
- **New:** [LEP Reporting Process](#)
 - This Standard Work does not replace an existing document.
- **New:** [Intake Interim Process](#)
 - This Standard Work replaces **Intake Procedures**
- **New:** [Submitting Requests to the Policy Unit](#)
 - This Standard Work does not replace an existing document.
- **New:** [Processing Direct Payment Cases](#)
 - This Standard Work does not replace an existing document.
- **New:** [Financial Institution Data Match \(FIDM\) Manual Case Selection](#)
 - This Standard Work replaces **FIDM Financial Asset Seizure Process by Manual Case Selection SOP**
- **Revised:** [Injured Spousal Waiver \(ISW\) Submission](#)
 - This Standard Work replaces the previous version.
- **Revised:** [Written Translation](#)
 - This Standard Work replaces the previous version.
- **Revised:** [AGO Referral: P&E Cases](#)
 - This Standard Work replaces the previous version.

- **Revised:** [Front Desk Centralized Process](#)
 - This Standard Work replaces the previous version.
- **Revised:** [Processing and Depositing FAS and SCP Payments](#)
 - This Standard Work replaces the previous version.
- **Revised:** [Incoming Mail \(Inter-Office, USPS, Drop-Off\) and Outbound Mail](#)
 - This Standard Work replaces the previous version.
- **Revised:** [Establishing Paternity for Intergovernmental Cases](#)
 - This Standard Work replaces the previous version.

We urge DCSS team members to view this information directly on The PORT and not create a separate personal file.
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