

**DCSS Policy & Procedure Unit
Policy Update
PPU: 20-12-001**

Date: December 3, 2020

SUBJECT: New Email Address to Send Documents to the
Office of Special Investigations (OSI)

Please contact the Policy Unit if you have any questions regarding these or any other changes at
DCSSPolicyQuestions@azdes.gov or (602) 771-8127.

Effective immediately, please send all good cause documents to the Office of Inspector General (OIG) Investigative Support Team at oigist@azdes.gov.

Please include the **Notice of Claim of Good Cause for Non-Cooperation with Child Support Services (FCSE0001F0304)** with the other documents. This document identifies the parties, and includes the ATLAS number, reason for good cause request and a list of documents that are being sent. The OSI investigator provides the findings in Part II. OSI Disposition at the bottom of the document.

Sending the documents to the above email address will ensure that the investigations are done and requests are answered in a timely manner.