

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ARIZONA DEPARTMENT OF ECONOMIC SECURITY

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Unemployment Insurance Instruction Memo C-122, New FUTA Exclusions;  
AmeriCorps; SB 1394  
DES - Income Maintenance; Article 17 - Contributions
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
January 14, 1998
- Summary of the contents of the substantive policy statement:**  
In accordance with the Federal Unemployment Tax Act exclusion, employees of non-affiliated elementary and secondary schools operated primarily for religious purposes, persons committed to a penal institution, and AmeriCorps participants are not employees for unemployment insurance tax purposes.
- A statement as to whether the substantive policy statement is a new statement or a revision:**  
Original statement.
- The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Dave Berggren, ESA Technical Support Manager  
Address: Arizona Department of Economic Security  
1789 West Jefferson, Site Code 701B4  
Phoenix, Arizona 85007  
Telephone: (602) 542-3771  
Fax: (602) 542-3690
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Copies are available in the DES Authority Library, 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person identified in paragraph 5. The 1st copy is free to a member of the public, for a noncommercial purpose. Additional copies are available for 25¢ per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ARIZONA STATE BANKING DEPARTMENT

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Document title: Loan Production Offices  
Identification number: BA-6
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
March 12, 1998.
- Summary of the contents of the substantive policy statement:**  
Activities that can be conducted at a Loan Production Office without constituting banking office operations for purposes of A.R.S. § 6-101(2).

*Arizona Administrative Register*  
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4. **A statement as to whether the substantive policy statement is a new statement or a revision:**  
This is a revision of Policy Statement BA-6 issued September 29, 1995.

5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Judy Seymour  
Address: Arizona State Banking Department  
2910 North 44th Street, Suite 310  
Phoenix, Arizona 85018  
Telephone: (602) 255-4421, Ext. 129  
Fax: (602) 381-1225

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

The policy statement can be viewed by visiting the Arizona State Banking Department. If copies are needed, the cost will be 25¢ per page. Please contact June Beckwith at (602) 255-4421, extension 113.