

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(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

DEPARTMENT OF AGRICULTURE

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Definition of Safety Observer
ESD Policy # 91-01
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: July 29, 1991
- Summary of the contents of the substantive policy statement:**
This policy requires that a safety observer is used during aerial application of Toxicity Category I pesticides. The policy also sets up the requirements of the observer.
- A statement as to whether the substantive policy statement is a new statement or a revision:**
New policy statement.
- The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Shirley Conard, Agriculture Rules Specialist
Address: Department of Agriculture
1688 West Adams, Room 124
Phoenix, Arizona 85007
Telephone number: (602) 542-0962
Fax number: (602) 542-5420
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies may be obtained from the Environmental Services Department of the Department of Agriculture, 1688 West Adams, Phoenix, Arizona 85007, or from the person listed above. The first copy is free to a member of the public for a non-commercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF AGRICULTURE

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Repeated De Minimis Violations
ESD Policy # 91-08
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue date: November 18, 1991
- Summary of the contents of the substantive policy statement:**
This policy establishes that a 3rd De Minimis Violation is considered nonserious provided that all 3 De Minimis Violations have involved similar situations and circumstances, and all 3 De Minimis Violations have occurred within the past 3 years.
- A statement as to whether the substantive policy statement is a new statement or a revision:**
New policy statement.

Notices of Substantive Policy Statements

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NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF AGRICULTURE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Form 1080 Recordkeeping Violations
ESD Policy # 91-11
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: April 28, 1992
3. Summary of the contents of the substantive policy statement:
This policy sets up the criteria by which recordkeeping violations will be considered De Minimis Violations. The policy also describes the consequence of continuing to have minor violations after being apprised of the situation via letter from the Department.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
New policy statement.
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Shirley Conard, Agriculture Rules Specialist
Address: Department of Agriculture
1688 West Adams, Room 124
Phoenix, Arizona 85007
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Fax number: (602) 542-5420
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NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Unemployment Insurance Instruction Memo B-094, Exception to Availability for Full-time Work Provision - Disabled Clients
DES 3 - Income Maintenance; Article 52 - Able and Available Benefit Policy Rules
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 23, 1995

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3. **Summary of the contents of the substantive policy statement:**
Unemployment insurance eligibility criteria require an individual be available for full-time work. This policy describes an exception for individuals who are unable to work full time due to a disability.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New statement.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Dave Berggren, ESA Technical Support Manager
Address: Department of Economic Security
1789 West Jefferson, Site Code 701B4
Phoenix, Arizona 85007
Telephone number: (602) 542-3771
Fax number: (602) 542-3690
6. **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 listed above. The first copy is free to a member of the public for a noncommercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Member and Provider Grievance Policy for the ADES Comprehensive Medical and Dental Program (CMDP)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
August 1991
3. **Summary of the contents of the substantive policy statement:**
This policy lists and describes the steps that a member or provider may use to protest an action, decision, or policy implemented by CMDP with which the member or provider disagrees. This policy is drawn from and governed by administrative rules promulgated by the Arizona Health Care Cost Containment System in 9 A.A.C. 22, Article 8.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
Revised statement: June 27, 1995
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Susan Young
Address: Comprehensive Medical and Dental Program
P.O. Box 29202, Site Code 942C
Phoenix, Arizona 85038-9202
Telephone number: (602) 351-2245, ext. 7010
Fax number: (602) 235-9146
6. **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 listed above. The first copy is free to a member of the public for a noncommercial purpose. Additional copies are available at 25¢ per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Provider Manual for the ADES Comprehensive Medical and Dental Program (CMDP)

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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
November 1990
3. Summary of the contents of the substantive policy statement:
This manual lists and describes information a provider needs in order to provide medical services to a CMDP member. The manual identifies procedures for provider registration, the medical services covered and not covered by CMDP, services requiring prior authorization and how to obtain authorization, quality management/utilization management, and claims submission. This information is drawn from and governed by administrative rules promulgated by the Arizona Health Care Cost Containment System in 9 A.A.C. 22, Article 5, and 6 A.A.C. 5, Article 60.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised statement: June 1995
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Susan Young
Address: Comprehensive Medical and Dental Program
P.O. Box 29202, Site Code 942C
Phoenix, Arizona 85038-9202
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NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF ECONOMIC SECURITY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Member Handbook for the ADES Comprehensive Medical and Dental Program (CMDP)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
October 1988
3. Summary of the contents of the substantive policy statement:
This handbook is given to members and foster caregivers. The handbook identifies how a member or foster caregiver can choose a doctor, dentist, or specialist; the medical services covered and not covered by CMDP; and additional information to assist the member or foster caregiver in obtaining services. This information is drawn from and governed by the Arizona Health Care Cost Containment System in 9 A.A.C. 22, Article 5, and 6 A.A.C. 5, Article 60.
4. A statement as to whether the substantive policy statement is a new statement or a revision:
Revised statement: May 1995
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Susan Young
Address: Comprehensive Medical and Dental Program
P.O. Box 29202, Site Code 942C
Phoenix, Arizona 85038-9202
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Arizona Administrative Register
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NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF ECONOMIC SECURITY

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

DES 5 - Social Services	Article 58 - Family Foster Home Licensing Instructions Section 06, Fingerprint and Child Protective Services Central Registry (CPSCR) Records Checks
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2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

August 2, 1993

3. Summary of the contents of the substantive policy statement:

This policy requires Child Protective Services Central Registry (CPSCR) records checks on all foster home applicants, licensed foster parents, household members, and visitors who reside in the home for more than 1 month.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

Revised statement: January 29, 1995

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

Name:	Belva Stites, Foster Care Policy Specialist
Address:	Department of Economic Security 1789 West Jefferson, Site Code 940A Phoenix, Arizona 85007
Telephone number:	(602) 542-2431
Fax number:	(602) 542-3330

6. 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, at 1789 West Jefferson, Phoenix, Arizona 85007, Site Code 810Z1, or from the person listed above. The first copy is free the a member of the public for a non-commercial purpose. Additional copies are available at 25¢ per page.