

R7-2-1502. General Provisions

- A.** This rule is adopted pursuant to A.R.S. § 15-2403.
- B.** The Department and the Treasurer shall administer and provide general supervision and oversight of the Program pursuant to A.R.S. § 15-2401 et seq and this Article.
- C.** The Department and the Board shall include intermediate Saturday, Sundays, and legal holidays when computing days under this Article. If the final day of a deadline established pursuant to this Article falls on a Saturday, Sunday or legal holiday, the next business day is the final day of the deadline.
- D.** Unless otherwise specified, the Board and the Department shall serve a notice or decision that contains an appealable action under R7-2-1511, through personal delivery, first class mail, or certified mail to the parent's last address with the Department. Each parent shall provide the Department with the parent's address and shall inform the Department of any change of address within 30 days of the change of address. In addition to service through one of the methods described, the Department shall also issue notices or decisions that contain an appealable action by any other method or methods that are reasonably determined to give actual notice to the parent, including electronic mail, text message, phone call, or through an online portal. For all other communications that do not contain appealable actions, the Board and the Department may communicate through any method or methods, including first class mail, certified mail, electronic mail, text message, phone call or through an online portal.
- E.** A document is filed with the Board or the Department on the date it is received by the Board or the Department, as established by the Board's or the Department's date stamp on the face of the document. A notice or decision containing an appealable action issued by the Board or the Department pursuant to this Article is served on a party as follows:
1. On the date it is personally served,
 2. Five days after it is mailed by first class mail, or
 3. On the date of the return receipt if it is mailed by certified mail.