



**HUMAN SERVICES**  
DEPARTMENT


**Susana Martinez, Governor**  
**Brent Earnest, Secretary**  
**Mary Brogdon, Director**

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## Manual Revision Memorandum

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**ISD-MR 18-12**

**TO:** ISD Employees  
**FROM:**  Mary Brogdon, Director, Income Support Division  
**DATE:** May 24, 2018  
**RE:** Forms Manual Revision for FAP 013 “Important Cash Assistance Information”

This MR is to rescind previous versions of the FAP 013 “Worker Checklist” and to update the FAP 013 as the “Important Cash Assistance Information” notice. Any copies or previous versions must be destroyed. The FAP 013 “Important Cash Assistance Information” notice language has been updated to attain a sixth grade reading level.

This form has been redeveloped to be used as a notice. The FAP 013 will be generated by ASPEN and sent to the recipient. The FAP 013 must be read verbatim by the worker to provide customers accurate and consistent information about their rights and obligation under the program. Laminated copies will be sent to the county office to have at workstations where interviews are held either in person or by telephone. This notice will be available for both central and local print.

The purpose of this notice is to give required information about the Cash Assistance program to customers who are applying for, receiving and recertifying their Cash Assistance benefits. This notice must be read by the worker to the customer during the interview at initial application and recertification.

If you have questions regarding this MR, please contact Andrea Wheeler at (505) 827-7268 or by e-mail at [Andreaj.Wheeler@state.nm.us](mailto:Andreaj.Wheeler@state.nm.us).

Attachment: FAP 013 “Important Cash Assistance Information”

Deleted: FAP 013 “Worker Checklist” revised 3/11/2016



## Important Cash Information

Please carefully read each page of this notice.

### To see if you can get Cash Assistance

You must fill out and sign the application form. You or your authorized representative must have an interview. We must check what you tell us on the form.

- We will tell you if we need to know more. These are called "proofs" to process the case. This may be what information we do not have. It may also be types of proofs that you can give and how to give them. You have to give information to the ISD Office if we cannot check with trusted electronic sources. If you need help, ISD has to help you, if you help ISD.

### What types of Cash Assistance can I get?

Depending on your situation, you may be able to get these types of cash assistance.

- **Temporary Assistance for Needy Families (TANF)** is for families with a dependent child or children in the home.
- **Education Works Program (EWP)** is for families who can get TANF help. The adult who gets help has to be a full-time student in a post-secondary school. This person must be in a two-year or four-year degree program or a graduate program. You will be referred to the NMW provider and they will tell you more about EWP.
- **Wage Subsidy** is for families who can get TANF help. The Wage Subsidy program is a subsidized employment opportunity where you are employed full time and earn wages equal to minimum wage. You will be referred to NMW Provider and they will provide you with more information regarding the program.
- **Diversion Payment** is for families who can get TANF help, but can pay ongoing costs. The Diversion program helps you meet a specific short-term need so you can support yourself. It is a one-time payment. You must show that you do not need long-term cash assistance help to meet your basic needs.
- **General Assistance (GA)** is for people with no dependent children in the home and is claiming a short term or long term disability.
- **GA-Unrelated Child General Assistance** is for children who are not living with a relative or adult caretaker within the 5th degree of relationship.

### Benefit Group Requirements

To get Cash Assistance help, a benefit group is established. This is determined during the time of your interview. You may have members that are mandatory or members that are optional.

- **Mandatory Members** are people that have to be in the benefit group.
- **Optional Members** are people who do not have to be in the benefit group.

### Proofs you may have to give for your Cash Assistance case

- Identity of the person applying for Cash Assistance and of the authorized representative (if there is one)
- Relationship of all household members on the Cash Assistance application
- Proof of where you live
- Proof of citizenship, if questionable, or alien status of you and household members who apply for Cash Assistance
- Size of your household and who is part of the household

- Social Security Number, but it is only needed for people who apply for help
- Gross nonexempt income for all people that ask for Cash Assistance
- Resources

**What proofs are optional for your Cash Assistance case?**

- If you tell us about these costs, you may get a more Cash Assistance:
  - Dependent-care cost

**To keep getting Cash Assistance you must follow these requirements:**

**For TANF, EWP, GA-Unrelated Child Cash Assistance:**

- **School Requirement**
  - Any child ages 6 to 18 that gets Cash Assistance must be in good standing with school attendance. A child cannot have more than 3 unexcused absences.
  - You have to report to ISD if your child has more than 3 unexcused absences. You will have 14 days to tell ISD.
  - If your child is not in good standing, you may get less cash assistance or your cash assistance case may close.
  - If you lose some or all of your cash assistance, you can work with ISD to fix this problem.
- **Cooperate with Child Support**
  - Every person who applies for cash assistance must assign child support rights against the absent parent or parents, even if they do not get cash assistance.
  - You must call Child Support Enforcement Division at 1-800-288-7207 in order to take the steps you need to get into compliance.
  - If you believe there is a good reason due to a special situation, you can ask for a waiver from Child Support. Only Child Support can decide if you have a good reason. An example of a special situation is domestic violence.
- **Work Requirements**
  - Depending on your status, you may have to complete a work activity. You will be referred to a NMW Provider in order to complete the Work Requirement. You are a One / Two parent household.
  - **How many work activity hours you must complete each week:**

One Parent Families	Monthly Hours	Two Parent Families	Monthly Hours
Parent with a Child Age 6 or Younger	86	Parents Receiving Childcare Assistance	237
Parent with a Child Age 6 or Older	129	Parents not Receiving Childcare Assistance	151
		One Parent is Disabled, not Receiving SSI	129

- There may be special circumstances where you may be able to request Limited Participation. If you feel that you cannot complete the mandatory hours, you can request limited participation if you feel the following applies to you.
  1. You are age 60 or older
  2. You are a single parent who has a child under the age of 12 months. The other parent must not be living in the home.

3. You are a single parent caring for a child under 6 and are unable to obtain suitable child care.
  4. You are pregnant and in your third trimester or if you had your child and your baby is under 6 weeks.
  5. You have a special circumstance that does not exceed 30 days.
  6. You have a circumstance that involves Domestic Violence. You may be required to submit additional information.
  7. You are disabled or have a disability. You may be required to submit additional information.
  8. You are providing care for an ill or incapacitated person. You may be required to submit additional information.
- You must complete an Assessment, Individual Responsibility Plan (IRP) and Work Participation Agreement (WPA) no later than 15 days after approval. Failure to complete will result in your cash assistance being less or lost.
  - Once you have been given an Activity, you must submit a time sheet to a NMW provider by the 5th day of each month.

**Failure to meet any of these special requirements means you will get a conciliation or sanction.**

**For General Assistance:**

- You must obey the SSI status requirement. This means you must contact the Social Security Office to submit an application to apply for and get SSI, if you are approved by Social Security Administration (SSA).
- You must fill out a Medical Social Summary. The Medical Social Summary will be sent to Incapacitated Review Unit (IRU) to decide if you can get General Assistance. The Medical Social Summary will show what your disability is and who your providers are. It also shows additional information that will be needed to decide if you can get General Assistance.
- You have to submit current medical records to IRU. The medical records must be within the last 6 months.
- You must fill out an Interim Assistance Reimbursement (IAR) for General Assistance. This form is needed because you are agreeing to pay back ISD for the General Assistance payments you got.

**What happens if I do not meet Work Requirement for Cash?**

**Conciliation and Sanction Process**

- If you do not follow the special requirements you can be sanctioned. A sanction means you get less cash assistance. This can stop your benefits for 6 months. Conciliation is a one-time chance to fix things with no change to your cash assistance. You can only do this once. You cannot do this if your cash assistance benefits have been closed for 12 months or more.
  - **Conciliation:** you can get conciliation if you have never had one or if you did not get cash help for 12 months. ISD will mail you a notice, you have to talk with ISD within 10 working days of the notice date. After you speak with ISD, you have 30 days to fix the issue.
  - **Sanction:** you will get less cash assistance help or your case may close for 6 months. There are 3 types of sanction levels. If you get a sanction, you have up to 3 months to fix it. If you do not fix it you will be sanctioned at the next level. Example: if you do not meet the work rules, a 1st level sanction is entered. If ISD also gets informed of a 1st level sanction for child support, you will have a combined 2nd level

sanction. You will get less cash assistance based on the level.

1. First Level- You will get 25% less cash help.
2. Second Level- You will get 50% less cash help.
3. Third Level- You will lose cash help for 6 months. Your SNAP help will not change. The cash help will still count towards your SNAP help.

**What changes do I have to tell ISD about in the cash certification period?**

- Any time something changes in your household, you must report it to ISD. This helps us make sure we have the correct information. It also makes sure that you get the right cash assistance amount you qualify for. Any time you have one of the following changes, report it to our office. You can tell us about these changes by calling 1-800-283-4465 You can also mail or fax the information to ISD. You can also come to the ISD office to report the change.
  - Mailing or Physical Address
  - Loss of income
  - You start a new job
  - You get money that is not received from employment.
  - You move out of state
  - Someone moves into or out of your household
  - Your monthly costs change
  - Your assets increase to more than \$1,500 or \$2,000
  - Your children are no longer in school, or have more than 3 unexcused absences
  - A benefit group member gets a Social Security Number
- If you have to do regular reporting, you have to tell ISD about any changes. You must tell ISD about a change within 10 days from the date of the change has occurred. You will have to do regular reporting if you are approved to EWP.
- If you have to do semiannual reporting, you will get an Interim Report a month before month 6 of your certification period. If you start to work and get more income over 85% FPG, you have 10 days to tell us.
- You have 10 days after the day of the change to tell ISD about a change. ISD has 10 days to act on your change. Sometimes the change may not affect your cash benefits and your amount will stay the same.