
General Information Memorandum

ISD-GI 15-67

TO: ISD Employees
FROM: *MM* Marilyn Martinez, Director, Income Support Division
RE: Names that include spaces and hyphens
DATE: December 18, 2015

This GI serves to clarify the steps that need to be taken when a person has spaces or a hyphen in their name. This is important because of the Federal Treasury Offset Program. The Federal Treasury Offset Program is used when claims have been established and no payment has been collected, and the Department can recoup the claim by intercepting their Federal Income Tax Return for the amount of the claim.

For every person that has a space or a hyphen in their name, the Alias Screen in ASPEN will need to be updated. The following are examples of names that will need to be added in the Alias Screen and the ways that the Alias will need to be entered.

<u>NAME</u>	<u>Enter In ASPEN ALIAS TAB</u>
Maria De La Rosa	Maria Delarosa
Jane Doe-Smith	Jane Doe Smith Jane DoeSmith Jane Doe Jane Smith

To Enter an alias in ASPEN:

- Left Navigation
 - Data Collection-Individual
 - Enter “YES” Does the individual have alias name?
 - Then click on Alias Names tab

The screenshot displays the ASPEN system interface. On the left is a navigation pane with a tree view. The main area shows the 'Alias Names' tab selected, indicated by a blue arrow. The form contains several sections: 'Individual Information' with fields for Case Name, Case #, Case Action, Case Change, and Case Status; 'Individual Name' with fields for Prefix, First, Middle, Last, and Suffix; 'Demographic Information' with fields for Gender, Date of Birth, Verification, Questionable Comments, SSN, Verification Source, Reported SSN, Race, Asian Type, Tribal Affiliation, Ethnicity, and Spoken Language; and 'Other Information' with questions about alias names, Social Security/RRN, and employment status. A blue arrow points to the 'YES' dropdown for the question 'Does the individual have alias names?'. A text box next to it says 'Select Yes to the queue Alias Name Screen'. At the bottom right, it says 'Visited 15 of 46 Pages'.

Individual Alias Names

Case Name Case # Case Action Case change Case Status Approved

Cancel Add Individual Previous Continue

Individual Information - Alias Name(s)

Prefix First Middle Last Suffix
Reset Add

Alias Name(s)

Enter the name and
Select Add for each
Alias that needs to be
added



Cancel Add Individual Previous Continue

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or SuzanneP.Duran-Vigi@state.nm.us.