General Information Memorandum

ISD-GI 15-67

TO: ISD Employees
FROM: 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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>Enter In ASPEN ALIAS TAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria De La Rosa</td>
<td>Maria Delarosa</td>
</tr>
<tr>
<td>Jane Doe-Smith</td>
<td>Jane Doe Smith</td>
</tr>
<tr>
<td></td>
<td>Jane DoeSmith</td>
</tr>
<tr>
<td></td>
<td>Jane Doe</td>
</tr>
<tr>
<td></td>
<td>Jane Smith</td>
</tr>
</tbody>
</table>
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

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**Individual Information**

- **Case Name**
- **Case#**
- **Folder**
- **Case Action**
- **Case Charge**
- **Case Status**

**Individual Name**

- **Prefix**
- **First**
- **Last**
- **Suffix**

**Demographic Information**

- **Gender**
- **Race**
- **Date of Birth**

**Economic Information**

- **Income**
- **Job Qualification**
- **Work Experience**

**Other Information**

- **Does the individual have ages?**
- **Does the individual have Social Security Card Number (SSCN) or Pension Plan Number?**
- **Is the individual a SS employee?**
- **Does the individual have a bank account?**
- **Has the individual been employed?**
- **Deceased Date of Birth**

**Select Yes to the queue Alias Name Screen**
If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or SuzanneP.Duran-Vigil@state.nm.us.