Manual Revision Memorandum

ISD-MR 14-09

TO: ISD Employees
FROM: Marilyn Martinez, Acting Director, Income Support Division
DATE: November 1, 2014
RE: Forms Manual Revision for ISD 271 Wage Subsidy Agreement

The Wage Subsidy Agreement (Form ISD 271) has been revised to correspond with policy at 8.102.462 NMAC, to include ‘good cause’, as defined in 8.102.620.10.G NMAC.

The employer section “Proceed with termination of any Wage Subsidy client who has an excess of 16 hours of unpaid excused absences in a month or 80 cumulative hours over the course of the wage subsidy term”, has been changed to “Proceed with termination of any Wage Subsidy client who has an excess of 16 hours of unpaid excused absences in a month or 80 cumulative hours over the course of the wage subsidy term without good cause.”

Instruction:

Replace all previous versions of the forms listed below.

Delete - ISD 271 Wage Subsidy Agreement Revised 12-13-2013 (2)
Replace - ISD 271 Wage Subsidy Agreement Revised 08-20-2014

These forms have been posted to the forms drive:\disfasv025\ISDForms

If you have questions regarding this MR, please contact Brandi E. Sandoval (505)827-7274 or by e-mail at brandi.sandoval@state.nm.us.
NEW MEXICO WORKS
WAGE SUBSIDY AGREEMENT

PURPOSE: The New Mexico Wage Subsidy Program is an opportunity that provides a NM Works/TANF (NMW) cash assistance participant limited paid employment instead of receiving monthly cash payments. This limited job placement has the potential to continue and become full-time employment.

HSD understands and agrees:
- To provide funding to the employer up to 50% of employee wages.
- The NMW/TANF participant is eligible for the Wage Subsidy program and has met the following requirements:
  - is eligible for the Wage Subsidy program for up to 12 months in a lifetime
  - is a registered participant with work programs
  - is in "good standing" with the department
  - has citizenship documentation and a social security number

HSD SIGNATURE

As the Employer I understand and agree to:
- Hire the NMW participant for a Wage Subsidy position and ensure assistance in securing permanent employment at the end of the Wage Subsidy term
- Ensure work hours for the participant will not exceed forty hours per week
- Pay a wage that is equal to the wage paid to permanent employees performing the same job duties; and will not be less than the federal minimum wage
- Ensure that the Wage Subsidy hiring does not impair an existing contract or collective bargaining agreement
- Ensure that the Wage Subsidy does not displace currently employed persons or fill positions that are vacant due to a layoff
- Maintain health, safety and work conditions at or above levels generally acceptable in the industry and not less than those of comparable jobs offered by the employer
- Provide on-the-job training to perform work duties, supervision and evaluations of these duties
- Provide workers' compensation coverage for each Wage Subsidy participant
- Provide other benefits (includes but is not be limited to, health care coverage, paid sick leave, holiday and vacation pay) equal to those for new employees, or as required by state and federal law, whichever is greater
- Inform the Department of any absences resulting in leave without pay
- Proceed with termination of any Wage Subsidy client who has an excess of 16 hours of unpaid excused absences in a month or 80 cumulative hours over the course of the wage subsidy term without good cause

EMPLOYER (BUSINESS NAME)    SUPERVISOR'S NAME
ADDRESS (NO. & STREET/PO BOX/RR)  CITY

SUBSIDY POSITION BEGINS:    AND WILL END ON OR BEFORE:

EMPLOYER SIGNATURE

As the Wage Subsidy Participant I understand and agree that:
- I will not receive a monthly NMW payment; however I may be eligible for a supplemental cash assistance payment if employment is lost during the month or the net monthly income is less than the NMW payment I would otherwise be eligible for
- The months of participation in the Wage Subsidy program will not count against my NMW 60 month term limit
- I am still eligible for Medicaid
- My monthly income may change my SNAP (Supplemental Nutrition Assistance Program) benefits
- My monthly income is exempt from HUD housing determinations
- My subsidized employment position will last no longer than the limit indicated above and may be terminated prior due to funding or other reasons made known to me by HSD
- I must comply with all eligibility and work requirements of the NMW cash assistance program or I may lose my Wage Subsidy placements and my NMW will be subject to sanction
- I will be terminated from my Wage Subsidy placement for an excess of 16 hours of excused absences in a month or 80 cumulative hours over the course of my wage subsidy term
- I may not be eligible for Unemployment Compensation Benefits as distributed by the NM Department of Work Force Solutions upon termination or completion of my Wage Subsidy position

PARTICIPANT SIGNATURE

Support Service Resource List – Ask your Career Development Specialist about more specific services that you need

<table>
<thead>
<tr>
<th>Support Services</th>
<th>Important Contact Information (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care</td>
<td>1-800-832-1321 – CYFD</td>
</tr>
</tbody>
</table>

ISD 271 Revised 08/20/2014  Distribution: Copy – Client; Copy – Case Record; Copy Employer; Copy – NMW CDS
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to use by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6135 (Spanish). For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm. To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

USDA and HHS are equal opportunity providers and employers. (07/07/14)

### Your Civil Rights

The information you give HSD will be used to determine whether your household is eligible or continues to be eligible to take part in HSD programs. We will check this information through computer matching programs. This information will also be used to make sure that you meet program rules and help us to manage the program.

This information may be given to other Federal and State agencies for official examination, and to law enforcement officials for the purpose of picking up persons fleeing to avoid the law.

If you get benefits that you were not eligible for and have to pay them back, this is called a claim. If your household gets a claim against it, the information on this application including all social security numbers, may be given to Federal and State agencies, as well as private claims collection agencies for claims collection action.

Providing the requested information, including social security numbers of each household member is voluntary. However, each person applying for assistance must give a social security number or it will result in the denial of program benefits to each individual applicant failing to give a social security number. Non-citizen immigrants not requesting assistance for themselves do not need to give immigration status information or social security numbers. Any social security numbers given will be used and disclosed in the same manner as social security numbers of eligible household members.

We also check with other agencies, the federal Income and Eligibility Verification Service (IEVS) and The Public Assistance Reporting Information System (PARIS) about the information that you give us. This information may affect your household eligibility and benefit amount. (10/23/2009)