General Information Memorandum

ISD-GI 16-48

TO: ISD Employees
FROM: Sean Pearson, Deputy Secretary, Income Support Division
RE: Employment & Training (E&T) Transportation Reimbursements
DATE: June 1, 2016

Currently, ISD has a voluntary E&T program in which SNAP participants can participate. All participants who chose to volunteer will receive a transportation reimbursement of $25 per month, in accordance with 7 CFR 273.7(d)(4). The participant must utilize the FSP 020 SNAP Employment and Training Program (E&T) Transportation Reimbursement Claim Form for each month that they wish to request the reimbursement. This form will verify their out-of-pocket travel costs to participate in the E&T program.

Field offices are responsible for processing the reimbursements through ASPEN by accessing the NMW screens and the reimbursements must be issued within 5 days from receipt of the request. The SNAP reimbursement request will no longer go through SL Start and instead will be received by ISD through the submission by the participant of the FSP 020 Reimbursement Claim form. Case comments in ASPEN need to reflect the date the FSP 020 form was received, the date the reimbursement was issued, the reason for the reimbursement and the amount issued; if the reimbursement request was denied, the reason for the denial must be clearly documented in case comments.

Attached are screenshots and instructions on how to issue the reimbursement.

The FSP 020 SNAP E&T Transportation Reimbursement Claim Form can be found on the forms drive at:

If you have questions regarding this GI, please contact Marisa Vigil at (505) 827-1326 or by e-mail at Marisa.Vigil@state.nm.us.
Steps to process E&T Transportation Reimbursements when the FSP 020 is scanned and a task is created:

Once the FSP 020 is scanned into ASPEN:

1. Pick the task up from the Inbox
2. Initiate the task by clicking Start
   a. If the task isn’t completed after hitting Start the user will see if on their dashboard
   b. If task is continued go to page #5 to follow the next steps

My Inbox 📥 🌈 🌉

Choose View

Additional Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Case / Application #</th>
<th>Document Title</th>
<th>Name</th>
<th>Received Date</th>
<th>Task Start Date</th>
<th>Case</th>
<th>Status</th>
<th>Previous Action Taken By</th>
<th>Action Taken By</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSP 020 E&amp;T</td>
<td>Reimbursement Claim Form</td>
<td>06/01/2016</td>
<td>07/20/2016 2:30 PM</td>
<td>Processing</td>
<td>New</td>
<td>Start</td>
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<td></td>
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<tr>
<td>FSP 020 E&amp;T</td>
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<td>07/29/2016</td>
<td>07/23/2016 9:14 AM</td>
<td>Processing</td>
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<td>Start</td>
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<td>07/29/2016 10:35 AM</td>
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<td>BMC - Report My Changes PUR</td>
<td></td>
<td>06/28/2016</td>
<td>06/23/2016 1:56 PM</td>
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<td>New</td>
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<td>05/23/2016 9:58 AM</td>
<td>Processing</td>
<td>New</td>
<td>Start</td>
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<td></td>
</tr>
</tbody>
</table>

StartNext New Task

Record Set 1 of 1
Steps to create manual E&T Transportation Reimbursements:

1. Log into ASPEN with active SNAP case
2. Go into Reception Task on left navigation
3. Click on Reception Task Management
4. Processed box leave as "NO"
5. Enter Received Date (the date the actual FSP 020 was received)
6. Select Document Title as FSP 020 E&T Reimbursement Claim Form
7. Enter Individual number
8. Click Submit
Once you click submit you should receive a message at the top of the screen that states: "Request has been submitted successfully"
NEXT...
1. Go to EDM on left navigation
2. Select Inbox
3. Click on Additional Search Criteria
4. Enter Document Title – FSP 020 E&T Reimbursement Claim Form
5. Enter Case number
6. Click Search
FSP 020 E&T Reimbursement Claim Form Task displays in the Search Results

Click Start (for the Case that you want to process the reimbursement request for)

You will now see the "Electronic Documents Details" screen.
You will now see the “Initiate Works Program Reimbursement Request” screen

1. Select Program
2. Select Reimbursement reason
3. Enter Comments regarding the Reimbursement Request
4. Click Request Reimbursement
You will now see the “Enter Works Program Reimbursement Request” screen

1. Enter Reimbursement Month (this is the month that the reimbursement is being requested for)
2. Select Reimbursement Category as Mileage
3. Select Reimbursement Sub-Category as Mileage - Travel Reimbursement
4. Select Reimbursement Amount $25
5. Travel Advance Amount should be $0
6. Enter Comments regarding the Reimbursement
7. Hit Submit
Initiate Works Program Reimbursement Request screen displays the following message at the top of the screen:

"Reimbursement has been successfully requested"
The system will need to Batch overnight in order to view Benefit Issuance.

1. Once the Batch is completed:
2. Go into Benefit Issuance on left Navigation
3. Click on View Benefits
4. Enter Case #
5. Enter the Benefit Period Begin Date and Benefit Period End Date
6. Click Search
7. Payment amount will display

This is the screen you will view only after the Batch job is run: