Manual Revision Memorandum

ISD-MR 17-22

TO: ISD Employees
FROM: Mary Brogdon, Director, Income Support Division
DATE: October 20, 2017
RE: Update to ISD 201 – Notice to Client revised 9/30/17

The ISD 201 – Notice to Client has been updated in ASPEN to incorporate federal and state compliant language. This notice can be used as a way to give information to a recipient. It is a manual notice generated though ASPEN. This notice is only available through central print.

Instruction:

New- ISD 201 – Notice to Client revised 9/30/17

If you have questions regarding this MR, please contact Gavino Archuleta at (505) 827-7244 or by e-mail at Gavino.Archuleta@state.nm.us.

Attachment: ISD 201 – Notice to Client revised 9/30/17
Dear Tom Smith,

This notice has important information about your case. Please read it carefully.

Program(s): Medicaid

Action you need to take: Pending

Reason why we need this information:

Important Information related to your benefits:

If you have any questions, you may call the county office telephone number at (505) 123-456. The office is open from Monday through Friday except on holidays.

If you do not agree with the information on this form you can ask for a hearing.

Eligibility Worker Name: John Smith