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## Manual Revision Memorandum

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**ISD-MR 18-04**

**TO:** ISD Employees  
**FROM:** Mary Brogdon, Director, Income Support Division  
**DATE:** January 2, 2018  
**RE:** Forms Manual Revision for ISD 436 Benefit Issuance Poster

Form ISD 436 "Benefit Issuance Poster" has been updated with language to attain a sixth grade reading level. The purpose of the poster is to give information to recipients about the way their benefits are issued. These posters will be delivered to the field offices through the Business Operations Center.

**Instruction:**

New- Form ISD 436 Benefit Issuance Poster revised 9/6/17  
Form ISD 436 Benefit Issuance Poster Spanish revised 9/6/17

Old- Form ISD 436 Benefit Issuance Poster revised 12/31/15  
Form ISD 436 Benefit Issuance Poster Spanish revised 12/31/15

This form has been posted to the forms drive: \\disfasv025\ISDForms

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](mailto:Gavino.Archuleta@state.nm.us).

Attachment: Form ISD 436 Benefit Issuance Poster revised 9/6/17  
Form ISD 436 Benefit Issuance Poster Spanish revised 9/6/17



# SNAP/Food Assistance Schedule for Getting Benefits

## *Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Program*

All households will get their SNAP/Food benefits based on one of the two schedules below:  
**standard or combined.**

### STANDARD SCHEDULE

- You will get your 1st month's benefits the day after your case is approved
- You will get your 2nd month's benefits on the 1st day of the month
- You will get your 3rd month's benefits within the first 10 days. The day will depend on the last two digits of your SSN. (See Compressed Staggered Issuance Schedule below.)
- You will get your 4th month's benefits within the first 20 days. The day will depend on the last two digits of your SSN. This will be your regular day of the month to get your future SNAP/Food Stamp benefit. (See Staggered Issuance Schedule below.)

### COMBINED SCHEDULE

If you have applied for SNAP/Food benefits after the 15th day of any month and are approved for emergency assistance, you will get your 1st and 2nd months' benefits right away. You will get your future benefits according to the chart below.

- You will get your 1st and 2nd month's benefits the day after your case is approved
- You will get your 3rd month's benefits on the 1st day of the month
- You will get your 4th month's benefits within the first 10 days. The day will depend on the last two digits of your SSN. (See Compressed Staggered Issuance Schedule below.)
- You will get your 5th month's benefits within the first 20 days. The day will depend on the last two digits of your SSN. This will be your regular day of the month to get your future SNAP/Food Stamp benefits. (See Staggered Issuance Schedule below.)

***Compressed Staggered and Staggered Issuance Schedules.*** Your SNAP/Food benefits will go into your EBT account on the same day of each month. That day is shown in the box below that lists the last two digits of the head of household's SSN.

### SNAP/Food Assistance Compressed Staggered Issuance Schedule

Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN				
	11		01		12		02		13		03		14		04		15		05
	31		21		32		22		33		23		34		24		35		25
<b>1</b>	51	<b>2</b>	41	<b>3</b>	52	<b>4</b>	42	<b>5</b>	53	<b>6</b>	43	<b>7</b>	54	<b>8</b>	44	<b>9</b>	55	<b>10</b>	55
	71		61		72		62		73		63		74		64		75		65
	91		81		92		82		93		83		94		84		95		85
	16		06		17		07		18		08		19		09		10		00

36	26	37	27	38	28	39	29	30	20
56	46	57	47	58	48	59	49	50	40
76	66	77	67	78	68	79	69	70	60
96	86	97	87	98	88	99	89	90	80

### SNAP/Food Assistance *Staggered* Issuance Schedule

Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN	Day	SSN
	11		01		12		02		13		03		14		04		15		05
<b>1</b>	31	<b>2</b>	21	<b>3</b>	32	<b>4</b>	22	<b>5</b>	33	<b>6</b>	23	<b>7</b>	34	<b>8</b>	24	<b>9</b>	35	<b>10</b>	25
	51		41		52		42		53		43		54		44		55		45
	71		61		72		62		73		63		74		64		75		65
	91		81		92		82		93		83		94		84		95		85
	16		06		17		07		18		08		19		09		10		00
<b>11</b>	36	<b>12</b>	26	<b>13</b>	37	<b>14</b>	27	<b>15</b>	38	<b>16</b>	28	<b>17</b>	39	<b>18</b>	29	<b>19</b>	30	<b>20</b>	20
	56		46		57		47		58		48		59		49		50		40
	76		66		77		67		78		68		79		69		70		60
	96		86		97		87		98		88		99		89		90		80

**Human Services Department (HSD) is an equal opportunity provider.**

Call HSD at 1-800-432-6217, or visit HSD's website at:

<http://www.state.nm.us/hsd/isd.html>

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