Interim Policy and Procedure Memorandum

ISD IPP 15-08

TO: ISD and NMW Service Provider Employees
FROM: Marilyn Martinez, Director, Income Support Division
RE: Wage Subsidy
DATE: July 8, 2015

This IPP serves to:

- Rescind ISD IPP 13-02; this includes ISD GI 07-12 issued April 11, 2007; ISD GI 08-10 issued March 4, 2008 and ISD IPP 10-14 issued October 8, 2010;
- Provide additional guidance for the Wage Subsidy process specific to placements with the Human Services Department (HSD);
- Revise the "Wage Subsidy Agreement" form (ISD-171);
- Provide a training document to be completed by all ISD and NMW Service Provider staff and;
- Provide steps to be completed in ASPEN.

1. This IPP supersedes all previous IPPIs, GIs, and all other memoranda, directives, organizational charts, procedures, and policies published by the Income Support Division (ISD) dealing with the subject of Wage Subsidies.

2. The following outlines the procedure and responsibilities with respect to a client being referred and enrolled in the Wage Subsidy program:

**NMW Service Provider**

- Maintains a continuous list of Wage Subsidy candidates.
- Submits candidate resume with copies of the HSD Job Interest Form (JIF) and verification of education to the ISD and Work and Family Support Bureau (WFSB) at ISD Central Office in Santa Fe. (All relevant work experience and employment should be listed on the candidate's resume and JIF, including WE placements with HSD or NMW).
- Ensures referred candidates meet the following criteria:
  1. Have sufficient work experience;
  2. Be a registered participant in NMW;
  3. Be in "good standing" with HSD (No claims or sanctions and all current activity data entered into ASPEN NMW screens); and
  4. Verification of highest educational level attained
- Provides a one-day work readiness session for all candidates.
Assists candidates in submitting employment applications for unsubsidized employment prior to the expiration of the 12 month Wage Subsidy period.

Provides case management to Wage Subsidy participant to include monitoring job performance to ensure job retention.

Promotes permanent employment of the Wage Subsidy participant during and at the completion of the program.

Ensures candidate and employer properly complete the ISD 271 Wage Subsidy Agreement form, maintains a copy in ASPEN Electronic Case File (ECF), and forwards a copy to WFSB.

Upon receipt of the participant’s first check stub, reviews to ensure appropriate deduction are listed.

Provide additional mentoring and training for the non-selected candidate.

**ISD Work & Family Support Services Bureau (WFSB)**

- Reviews candidate documents submitted by NMW Service Provider and approves candidate for referral to employer.
- Validates that the Wage Subsidy candidate meets the eligibility and position requirements for Wage Subsidy.
- If candidate is rejected, notifies NMW Service Provider with reason for rejection.
- Provides the HSD employer the attached documents on candidates approved for a Wage Subsidy position (attached to this IPP).
- Authorizes for candidate to be interviewed for position(s) *(Wage Subsidy Review Checklist)*
- Copies of the candidate’s Job Interest Form, resume and verification of education completed
- Upon receipt of Wage Subsidy start date from OHR, notifies NMW Service Provider, schedules and conducts orientation with Wage Subsidy case manager, supervisor and CD. Orientation includes responsibilities of the Wage Subsidy program.
- Monitors Wage Subsidy participant’s LWP to ensure such leave does not exceed allowable limit: 16 hours of unexcused absences in a calendar month or 80 cumulative hours during the wage subsidy term.
- Contacts NMW Service Provider one month before expiration of term to ensure job development is being undertaken to transition Wage Subsidy participant to unsubsidized employment.
- Notifies the NMW Service Provider when a Wage Subsidy participant is in non-compliance or voluntarily quits.
- Refers Wage Subsidy Program policy questions to the Policy and Program Development Bureau.

**Supervising Employment Site**

- Interviews “Approved for Interview” candidates reviewed by WFSB.
- Updates WFSB which candidates weren’t selected and the reason.
- Updates WFSB if additional referral packets are needed and the reason.
- Submits a completed new hire packet three weeks in advance from the anticipated start date to the ISD Office of Human Resources (OHR).
- Submits termination documents one week in advance of completion of Wage Subsidy term to the ISD Personnel Section.
- Ensures Wage Subsidy has all necessary system access.
- Ensures participants do not work more than 40 hours per week.
- Ensures the Wage Subsidy is paid the wage determined by the position offered.
Ensures that the subsidized employment does not impair an existing contract or collective bargaining agreement.

Ensures that the subsidized employment does not displace currently employed persons or fills positions that are vacant due to a layoff.

Maintains 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.

Monitors that Wage Subsidy has completed all required trainings on Blackboard:
- ITD Security Guidelines
- HIPAA Privacy and Security
- IRS Disclosure Awareness
- Civil Rights
- Americans with Disabilities Act (ADA)
- Substance Abuse
- Domestic Violence

Provides on-the-job training necessary for subsidized participants to perform their duties.

Signs the Wage Subsidy Agreement (ISD 271) for each placement, identifying the contact information, agreement to abide by all requirements of the wage subsidy program, and the beginning and ending dates of the wage subsidy period.

Completes quarterly evaluations of Wage Subsidy participant (Quarterly Performance Review and Plan for Wage Subsidy) and submits the evaluation to Wage Subsidy participant, CDS, and WFSB.

Provides other benefits (includes but is not limited to, health care coverage, unless Medicaid coverage is in place, paid sick leave, holidays and vacation pay) equal to those for new employees, or as required by state and federal law, whichever is greater.

Provides the WFSB with notification of any absences beyond the maximum allowed. (Wage Subsidy participant who exceed 16 hours of unexcused leave in a month or 80 cumulative hours of unexcused leave over the course of the Wage Subsidy term is subject to termination). However, grace can be applied to unexcused leave at the discretion of the site supervisor.

Requests termination from HR of any Wage Subsidy participant who exceeds allowable leave or does not meet performance requirements (Termination for cause will be initiated and processed by HR).

Notifies the WFSB when a Wage Subsidy participant is in non-compliance or voluntarily quits.

Initiates the paperwork (to include: Personnel Action Request Form 501 and the attached Notice of Termination Letter) to terminate the Wage Subsidy participant upon conclusion of term or departure other than for non-compliance of Wage Subsidy requirements, and forwards to the Wage Subsidy participant, Employee Administration Section and WFSB.

TANF Liaison closes Wage Subsidy EDG in ASPEN, as required, in order to place the participant back on regular TANF EDG.

**ISD Employee Administration Section (EAS)**

- Receives requests from any HSD Division, Bureau or County Office for a Wage Subsidy placement.
- Verifies with the ISD Director's office that a Wage Subsidy slot can be filled.
- Upon approval from the ISD Director's office, EAS notifies WFSB to initiate recruitment for the position. Upon selection of a Wage Subsidy candidate, the requesting office submits a completed hire packet to the EAS for processing.

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- EAS routes the completed hire packet to the ISD Director’s office, Administrative Services Budget Office and HSD OHR for processing through the Department of Finance and Administration (DFA) and New Mexico State Personnel Office (SPO).

**HSD Office of Human Resources (OHR)**
- Ensures that a recommended Wage Subsidy candidate qualifies for an Office Clerk-B or Office Clerk-O position.
- Determines effective date of hire.
- Notifies the ISD EAS, WFSB and the employer of the effective date of hire.
- Upon receipt of the Personnel Action Request Form 501, enrolls the Wage Subsidy participant on Blackboard and monitors that Wage Subsidy has completed all required trainings to include:
  - ITD Security Guidelines
  - HIPAA Privacy and Security
  - IRS Disclosure Awareness
  - Civil Rights
  - Americans with Disabilities Act (ADA)
  - Substance Abuse
  - Domestic Violence
- Upon notification of non-compliance of Wage Subsidy participant in term position, initiates letter of termination to participant with copies to WFSB and Employer.

**ISD Field Office**
- Requests a Wage Subsidy position through the Regional Office Manager (ROM) and the ISD Deputy Director for Field Operations. Wage Subsidy positions are allocated through the ISD Deputy Director for Field Operations. Any waiting list will be coordinated through the ISD Deputy Director for Field Operations and Central Office staff. No hiring packets for wage subsidy candidates should be submitted to Central Office prior to approval from the ISD Deputy Director for Field Operations.
- Can provide Wage Subsidy candidate referrals to NMW Service Provider.
- Ensures the coding for the current Wage Subsidy participants is correct and consistent in ASPEN. The following are processing reminders for Wage Subsidy coding (also see the attached Training Module: Wage Subsidy):
  - A participant must be placed on the Wage Subsidy Waitlist in ASPEN. The status of the waitlist must be active as of the participant’s start date with wage subsidy position.
  - Income must be entered as subsidized on Employment – Employer screen (respond “YES” to the question, “Is this TANF subsidized employment?”).
  - Regular TANF EDG must be changed in ASPEN to Wage Subsidy once they start their Wage Subsidy assignment.
- Ensures that the months of participation in the Wage Subsidy Program do not count against an individual’s 60-month term limit.
- Ensures that the participant remains eligible for Medicaid and advises the Wage Subsidy participant that they are not required to enroll in HSD employee insurance and cannot contribute to PERA.
- Ensures that the participant’s SNAP case is evaluated for Transitional SNAP.
- Ensures that the participant is considered to be in active case status while in subsidized employment and, therefore, must comply with all eligibility and participation requirements of the NMW cash assistance program.
3. Below are other procedures that must be monitored by ISD:
   - **Leave Balances and Absences**: While employed, Wage Subsidy participants are entitled to accrue a balance of both sick and annual leave. Wage Subsidy participants are also entitled to additional unpaid excused absences, not to exceed 16 hours in any month or 80 hours cumulatively during the Wage Subsidy term. Absences are approved by the site supervisor. Any unpaid excused absences that exceed the 16 or 80 hour limit will result in termination of the Wage Subsidy activity if good cause was not approved by the site supervisor. The appropriate termination process dictated by the employer’s human resources department shall be followed. Upon notification from the Wage Subsidy employer, the ISD county office shall proceed to take appropriate action in ASPEN and transition the case to NMW cash assistance.
   - **Conciliations and Sanctions**: All Wage Subsidy participants are required to comply with NMW requirements which include satisfactory attendance in a work activity. When a Wage Subsidy participant is terminated from the program due to noncompliance, as a consequence transitioned back to NMW cash assistance, the caseworker shall initiate the conciliation/sanction process and issue a Notice of Non-Compliance and Notice of Case Action. NMW assistance shall be reviewed for eligibility with the appropriate level sanction.

4. The ISD 271, “Wage Subsidy Agreement” form was revised through issuance of ISD MR 14-09 to reflect the following:
   - The last statement on the Employer’s portion of the form has been changed from “Proceed with termination of any Wage Subsidy participant who has an excess of 16 unpaid hours of absences in a month or 80 cumulative hours over the course of the wage subsidy term,” to “Proceed with termination of any Wage Subsidy participant who has an excess of 16 unpaid hours of absences in a month or 80 cumulative hours over the course of the wage subsidy term without good cause.”

5. All eligibility and NMW service provider staff must review the training packet, complete the sign-in sheets, and fax or email them to the Policy and Program Development Bureau:

   Fax Number: 505-476-7073
   E-mail: ISD-ISPAC@state.nm.us

If you have further questions regarding this IPP, please contact Tashi Gyalkhar, TANF/Refugee Programs Staff Manager at (505) 827-1323 or via email at Tashi.Gyalkhar2@state.nm.us.

Attachments:  
Wage Subsidy Auxiliary Training  
WS Program Flow Chart  
ISD 271 Form Revised (8/20/2014)  
Notices of Termination  
Quarterly Performance Review and Plan for Wage Subsidy (Revised)  
Sample Check Stub  
Wage Subsidy Review Checklist  
Job Interest Form (Revised)  
Sign-In Sheet
Module: Wage Subsidy

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Module: Wage Subsidy

Purpose:
The purpose of this module is to clarify ISD policy for the Wage Subsidy program, answer questions participants may have about the program and provide concise instructions on processing a Wage Subsidy case in ASPEN.

Objectives:
By the end of this module you should be able to:
- Define the Wage Subsidy Program and its purpose.
- Outline the terms and conditions of the Wage Subsidy program.
- Clarify the processing standards for a Wage Subsidy position.
- Detail how a Wage Subsidy position will affect other programs.
- Explain how to close a Wage Subsidy EDG and transition a case back to a TANF EDG in ASPEN.

Introduction:
The Wage Subsidy Program is designed to promote self-sufficiency through paid work training opportunities for eligible New Mexico Works (NMW) participants. It also provides incentive for employers to offer entry level training to NMW participants, who may not possess all the required job skills.

Policy:
8.102.462.6 NMAC Wage Subsidy Objective
8.102.462.8 A NMAC Initial Eligibility
8.102.462.9 B NMAC Two Parent Family
8.102.462.10 NMAC Effects on Assistance Benefits
8.131.501.9 NMAC Transitional Food Stamp Benefits
8.139.51.9 NMAC Transitional Benefit Period
8.102.462.12 NMAC Program Limitations
8.102.462.13 NMAC Leave Balances and Absences
8.102.462.9 C NMAC Voluntary Quit
8.102.462.9 D NMAC 10 Day Time Limit
Lesson 1: Wage Subsidy Program Fundamentals
8.102.462.6 NMAC Wage Subsidy Objective

The NMW Wage Subsidy Program is a subsidized employment opportunity where a TANF cash assistance participant is employed full time. The department or its agents may subsidize up to 50 percent of the employee’s salary with funds from the TANF block grant. Funding of the program is contingent on specific appropriation of state and federal funding.

The majority of program participants are placed within the Human Services Department (HSD). Participants work under the title of HSD Office Clerk and adhere to all of the job responsibilities and duties therein. Participants benefit by learning basic office skills and professionalism through paid on-the-job training. The experience and knowledge they gain can be highlighted on their resume and is appealing to potential employers.

The program can be a life changing opportunity for our participants. They learn new skills, which increase the potential for higher wages, and attain a sense of empowerment through their accomplishments. Funding for the program is limited so not all potentially eligible NMW participants will have the opportunity to participate. Careful consideration must be made to the likelihood of success for each participant before a referral is made.

Lesson 2: General Participant Requirements
8.102.462.8 A NMAC Initial Eligibility
8.102.462.8 B NMAC Two Parent Family

Eligibility
In order to be eligible the participant must:

- Have sufficient work experience;
- Be a registered participant in NMW;
- Not be in current conciliation or being sanctioned for non-cooperation with the NMW work requirements or child support requirements;
- Have citizenship documentation and a social security number
- Have verification of their highest educational level attained.

In addition to the above criteria, each participant must be evaluated by the NMW contractor in all areas of employability before being considered for a Wage Subsidy opportunity.

Additional Considerations
In a two-parent family where only one of the parents is a participant in the New Mexico Wage Subsidy Program, the other parent, if considered as a mandatory participant in the NMW work program, shall be required to participate in qualified work activities for a minimum of 30 hours per week. At least 20 hours a week must be spent in qualified primary work activities.
Another important consideration is that the completion of a Wage Subsidy position should be a reasonable step in attaining the applicant’s ultimate goal of self-sufficiency through employment. For example, if an applicant wanted to become a welder a Wage Subsidy position as an Office Clerk would probably not help them in attaining that goal.

Lesson 3: Wage Subsidy Position Approval

Income Support Division
The NMW contractor will keep a list of candidates for the Wage Subsidy program. If you know of a motivated applicant that you think may be a good fit for a Wage Subsidy position, you as a caseworker can let your supervisor or county director know. They will ask the NMW contractor to consider the applicant for participation in the Wage Subsidy program.

NMW Contractor
When the NMW contractor is made aware that a Wage Subsidy position is vacant, they will refer candidates from their list. They will help the applicants complete the appropriate paperwork (Job Interest Form, resume, and proof of education attained) and submit it to the Work and Family Support Bureau (WFSB) for review.

Income Support Division
The WFSB, in coordination with Human Resources, will determine which candidates meet the minimum requirements for employment with HSD and verify NMW eligibility. WFSB will provide the list of accepted candidates, and their paperwork, to the office which has the vacant Wage Subsidy position and give the office the approval to start interviews.

The interview process is competitive so there will likely be multiple NMW applicants applying for one Wage Subsidy position. The employer and WFSB will then be notified by HR and informed of the candidate’s approval to become a Wage Subsidy participant and given the start date. Then the employer and candidate will sign NMW Wage Subsidy Agreement form (ISD 271). The employer, Wage Subsidy candidate, NMW contractor, ISD caseworker and WFSB will all receive a copy of ISD 271.
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**NMW Contractor**

Once a start date is confirmed, the Career Development Specialist will meet with the new Wage Subsidy participant to update their WPA. They'll list the Wage Subsidy position as the NMW activity, and forward a copy to the ISD caseworker or designated liaison. This is the method in which ISD will be informed of the applicant's status as a Wage Subsidy participant.

**ISD Liaison**

The next step is to enter the new hire information in ASPEN, the caseworker will need to know the new hourly wage and start date for the Wage Subsidy participant. There are two possible rates of pay; if the participant was hired into an Office Clerk-B position, the hourly wage will be $8.50 per hour. If they were hired into an Office Clerk-O, the hourly wage will be $9.00 per hour. The work schedule will always be 40 hours per week. Wage Subsidy pay periods and dates are the same as all HSD employees. The start date will always be the beginning of the pay period. Using this information, which will appear on the WPA, you can easily calculate their pay.

Upon receipt of the new WPA, listing the Wage Subsidy position information, the caseworker will update ASPEN for ongoing months, to reflect the Wage Subsidy approval. This will ensure that the NMW case remains active for support services but ongoing cash payments will be suspended during the Wage Subsidy period. The participant is entitled to Notice of Adverse Action prior to NMW benefits being suspended.
Lesson 4: Adding a Participant to the Waitlist

Scenario
Leonard was just approved for a Wage Subsidy position with your office. Currently, he is not on the waitlist and he needs to be added.

Add Individual
Before you can add Leonard to the Waitlist you need to perform an Inquiry to record his individual number.

Record Leonard’s Individual Number.

Now, let’s add Leonard to the Waitlist.
1. From Left Navigation, click Waitlist to expand.
2. Click Add/Maintain Individual.

The Search Waitlist Individual page displays:
3. Click the Individual # text box and type Leonard’s individual number.
4. Click Search.
5. Click Add/Maintain Waitlist Status.

The Register Individual page displays:
1. Verify Leonard’s Individual Name and Demographic Information is correct.
2. Click Next.

The Address page displays.
3. Under Address Type, select Physical Address.
4. Click the Street # text box and enter 2311.
5. Click the Str. Name/Rural Address text box and enter Los Robles.
6. Click the Dwelling Type drop-down list and select Apartment.
7. Click the # text box and enter 4A.
8. Click the Residency County drop-down list and select Santa Fe.
9. Click the City text box and enter Santa Fe.
10. Click the Zip Code text box and enter 87501.
11. Click Add.

12. Click Next.

The Waitlist Program page displays.

1. Click the Waitlist Program drop-down list and select Wage Subsidy.
2. Click the Effective Begin Date and enter The WPA Date.
3. Click the Date Received text boxes and enter Today's date.
4. Verify the Status drop-down list is selected to Approved.
5. Click the Office drop-down list and select your Field Office.
6. Click Add.
7. Click Submit.
8. Click the HSD Logo.
Lesson 5: Entering Wage Subsidy Income in ASPEN

1. In the participant’s case into the Case Change case action.
2. In the Earned Income section, click the Is anyone in the case employed or has been employed in the last 3 months drop-down list and select YES.
3. Click Next.

The Employment – Employer page displays.

1. In the Individual Information section, click the Name drop-down list and select the participant.
2. Click the When did the circumstance begin or change text boxes, enter the actual date, the employment will begin (refer to WPA).
3. In the Employer section, click the Employer Name text box and type the ISD office name.
4. Click the Phone # text boxes, type ISD office phone number.
5. In the Employment Information section, click the Employment Start Date text boxes, enter the actual date, the employment will begin (refer to WPA).
6. In the Employment Type section, click the Job Title text box and type Wage Subsidy.
7. Click the Employment Type drop-down list and select Wages, Salaries, Tips, and Commissions.
8. Click the Pay Frequency drop-down list and select Bi-Weekly.
9. Click the Is income accessible drop-down list and select Yes.
10. Click the Is this TANF subsidized employment drop-down list and select Yes.
11. Click the + next to the Employer Address section.
12. Fill in the employment address information.
13. Click Save and Continue.

Whether the participant receives Health Insurance, if not, it will remain as “NO”.
Next, you will need to enter two future paychecks to create an Employment Budget in ASPEN. Choose the first two ISD paydays, after the Wage Subsidy start date. You can assume 80 hours per paycheck, since all ISD employees start at the beginning of a pay period. Use Employer Statement as the verification and choose the Projection Period as you would for any other case.

After running EDBC, ASPEN will create a Wage Subsidy EDG beginning with the month, after the participant receives his/her 1st pay check. This EDG will be approved for 12 months with an IR due date, even though the case is on Regular Reporting.
Lesson 6: How Wage Subsidy Income Affects Other Programs

8.102.462.8 C NMAC Effects of Assistance Benefits
8.139.501.8 NMAC Transitional Food Stamp Benefits
8.139.501.9 NMAC Transitional Benefit Period

Program participants often have questions regarding what effect their participation will have on other ERO programs and services they may be receiving. These may include:

- How will I pay for food?
- Will I lose my HUD housing?
- Does this count against my 60 months?
- How will I pay for daycare?
- Will I lose my Medicaid?

Let's take a look at the different programs and the specific policies regarding the effect the Wage Subsidy program income has on each of them.

New Mexico Works (NMW)
The Wage Subsidy participant is considered to be in active case status while in subsidized employment and, therefore, must comply with all eligibility and work requirements of the NMW cash assistance program. The months of participation
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in the Wage Subsidy program will not count against a participant's 60 month term limit.

The participant is ineligible for NMW cash assistance payment while participating in the Wage Subsidy program unless the net monthly full-time wage paid to the participant is less than the NMW cash assistance to which the participant would otherwise be eligible then the participant may be eligible for a supplemental cash assistance payment.

To get the net monthly wage deduct the following from the gross wages:
1) NMW Earned Income Incentive
2) NMW Allowable Child Care Costs

It is uncommon for a participant to be eligible for a supplemental NMW payment. The participant would have to have a lot of household members, very high child care costs or both. If the position ends mid-month, be sure to compare net wages against cash allotment for the possibility of a supplement payment.

The participant remains eligible for TANF support services, such as child care through CYFD, regardless of whether or not they receive any supplemental cash payment.

SNAP
The participant's wages count against his or her SNAP benefits. NMW policy shows that Wage Subsidy income is countable toward the SNAP case. However, SNAP policy addresses the Wage Subsidy income and allows for SNAP benefits as follows:

Transitional SNAP benefits shall be extended if the NMW cash assistance payment is terminated because the benefit group has been accepted into the Wage Subsidy program see 8.102.460.19NMAC for households that receive SNAP benefits and are also receiving payments from Wage Subsidy program participation.

You will be able see the Transitional SNAP coding on Eligibility Summary and on SNAP-EDG Summary screens, beginning with the ongoing month and continuing for the five month period. See the examples below.

It is important to check the Eligibility Summary, to see if SNAP benefits correctly cascaded to Transitional SNAP. If the SNAP benefits did not cascade correctly, please submit a help desk ticket.
The transitional benefit period shall be determined prospectively. TFS shall be issued for five months beginning in the month after the final cash assistance payment is received. Be certain to explain the five month transitional benefit period to the participant. Make sure it is understood that when the transitional SNAP period ends, the participant must reapply and the Wage Subsidy income will be counted toward the SNAP case, which may reduce their benefit amount.
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Imposing a sanction on the Cash case will result in loss of TFS benefits. There is no special coding required to accomplish this result. ASPEN is programmed to convert the case into transitional SNAP automatically. A TANF benefit group may be in a sanction status because a TANF benefit group member has failed to comply with work requirements, child support enforcement or reporting requirements.

Medicaid
The participant remains eligible for Medicaid. The parent(s) will be approved for MAGI Parent or MAGI Adult depending on the income in the household, and children in the household will be approved for MAGI Children effective the first month of Wage Subsidy position.

HUD Housing
The participant’s earnings are exempt from HUD housing determinations. While our policies, as well as the Wage Subsidy Agreement form (ISD 271), indicate that the Wage Subsidy income will not count toward HUD housing, be sure to refer the participant to the Housing Authority for more information on their housing determinations. ISD does not make determinations on subsidized housing programs.

Lesson 7: Ending Wage Subsidy Employment
8.102.462.9 NMAC Program Limitations
8.102.462.13 NMAC Leave Balances and Absences

When participating in the Wage Subsidy program, cooperation with CSED and the work program is still mandatory and theconciliation/sanction process applies. Sanctions will result in loss of the Wage Subsidy position. Make sure the participant understands this.

Employed Wage Subsidy participants are entitled to all company benefits offered by the employer to the same extent as regular permanent employees, except for HSD. This includes paid leave balances. In addition to a paid leave balance,

Unpaid excused absences cannot exceed 16 hours in a month or 80 hours cumulatively during the Wage Subsidy term without a good cause. The participant agrees to these conditions upon signing the Wage Subsidy Agreement (ISD 271) form. Excused absences are approved by the site supervisor or the participant’s ISD county office.

Example:
On May 19th, Leonard needs to take a full day off of work for an important issue. He has worked for HSD for 2 full pay periods and accrued 6.16 hours of paid leave balance. Leonard seeks and is
granted approval by his supervisor to take the time off. Leonard took a total of 8 hours off. \(8 - 6.16 = 1.84\) hours of excused absence taken in May.

**Participant Termination**

Any unpaid excused absences that exceed the 16 hours in a month or 80 hours cumulatively during the wage subsidy term, without good cause, is considered a non-compliance with the work program and will result in termination of the Wage Subsidy position. The appropriate termination process dictated by the employer’s human resources department shall be followed. (Termination for cause will be initiated and processed by OHR). Upon notification the local county office shall proceed to take appropriate action in ASPEN and transition the case to NMW Works cash assistance.

**Example:**

Leonard requests June 10th off to attend his brother’s wedding in Ruidoso. He is granted the leave by his supervisor. He has accrued 6.16 of paid leave balance in the two prior periods since his last day off. Leonard calls his supervisor on Friday, June 11th stating that he was not able to make the drive back to Albuquerque after his brother’s wedding as he was too tired. This brings his excused absence hours to 9.16 for the month of June and 11.68 cumulatively. On Monday June 14th, Leonard called his supervisor stating that he ran out of gas and is trying to borrow money to fill his tank for the drive back to Albuquerque. On Tuesday June 15th, Leonard is called by his supervisor to inform them that he is running late as he got downtown late the night before. He comes into the office at 2:00 PM. He was absent a total of 28 hours from the office. He had 6.16 of accrued paid leave making his excused absence balance 11.68 hours for the month of June. Leonard is terminated on the 29th and a sanction will be placed on his TANF case. Leonard has never been on sanctioned or conciliated before; therefore he will be placed on conciliation.

Any Wage Subsidy participant who has exceeded the excused absence limit or is terminated will be subject to the conciliation/sanction process for failure to meet the work requirements. Sanctions for NMW or CSED non-cooperation will result in termination of the Wage Subsidy position. The case will be transitioned back to NMW cash issuance with the appropriate sanction in place. If a 3rd level sanction is imposed, the case will close for the lock out period.

TANF Liaison will enter the end of Wage Subsidy participation in ASPEN. The CDS will initiate the conciliation/sanction process and the TANF Liaison will complete the second party review request.
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Now, let's maintain the Waitlist.

1. From Left Navigation, click Waitlist to expand.
2. Click Add/Maintain Individual.

The Search Waitlist Individual page displays.

3. Click the Individual # text box and type Leonard's individual number.
4. Click Search.
5. Click Add/Maintain Waitlist Status.
6. Click Next twice.

The Waitlist Programs page displays.

7. Click the Edit icon for Wage Subsidy.
8. Leonard's information will auto-populate in the top portion of the page.
9. Click the Effective Begin Date text boxes and choose the date Wage Subsidy employment ended.
10. Click the Status drop-down list and choose Denied.
11. Click the Denial/Withdrawal Reason drop-down list and choose Not in good standing with your Department.
12. Click Update.
13. Click Submit.

Since you have made a change to the waitlist, initiate the appropriate case action and perform other required updates.

Now you will need to end Leonard’s income.

1. Click the Edit icon.

The Employee – Employer page displays.

2. In the Employment Dates section, click the When did the circumstance begin or change text boxes and enter the last date of employment.
3. In the Employment Information section, click the Is there loss of employment drop-down list and select YES.
4. In the Loss of Employment Details section, click the Loss of Employment Verification drop-down list and select Employer Statement.
5. Click the Verification Received Date text boxes and enter today’s date.
6. Click the Loss of Employment Date text boxes and enter the last date of employment.
7. Click the **Loss of Employment Reason** drop-down list and select **Other**.

8. Click **Next**.

**NOTES**

**The Employment - Pay Details** page displays:

1. Click the **Reported On** text box and enter today’s **date**.
2. Click the **Pay Type** drop-down list and select **Check**.
3. Click the **Pay Indicator** drop-down list and select **Final**.
4. Click the **Is this pay for a partial amount** drop-down list and select **NO**.
5. Click the **Pay Verification** drop-down list and select **Employer Statement**.
6. Click the **Pay Verification Received Date** calendar icon and select today’s **date**.
7. Click the **Pay Date** text boxes and enter the last **pay date**.
8. Click the **Pay Period Hours** text box and enter hours from last check.
9. Click the **Regular Pay Amount** text box and enter total pay.
10. Click the **Include in Projections** drop-down list and select **Yes**.
11. Click **Add**.
12. Click **Save and Continue**.

**The Employment – Projection Period** page displays:

13. Click **Save and Continue**.

---

**Participant Disregard**

8.10.6462.8 D NMAC Voluntary Quit
8.102.4.19 D NMAC 10 Day Time Limit

If a Wage Subsidy participant voluntarily quits a job without good cause, as determined by the NMW service provider or the department, the participant will no longer be considered for participation in the Wage Subsidy program. Refer to 8.102.620 NMAC for good cause provisions.

The TANF cash assistance participant will then have 10 days to notify the NMW service provider and renew work participation activities or be subject to the conciliation/sanction process for non-compliance with the work program. If the NMW participant fails to complete this process, the department will follow the policy and procedures for imposing conciliation/sanction for non-cooperation with the NMW requirements.
NOTES

NOTICE OF NON-COMPLIANCE

Please read each page of this notice carefully.

The actions that affect your case are listed in this notice.

BENEFIT SUMMARY

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Reduced Benefit</th>
<th>Household Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conclusion</td>
<td>May 08, 2014</td>
<td>$0.00</td>
<td>4</td>
</tr>
</tbody>
</table>

MORE INFORMATION ABOUT YOUR BENEFITS

Cash Assistance Program

Temporary Assistance for Needy Families

Once the Second Party Review request is certified, the HSD-125 Notice of Non-Compliance and Notice of Action will be mailed to the participant. However, the site office will use the Notice of Termination template to inform the participant.

NM conciliation/sanction does not affect SNAP or MAGI eligibility.

STOP!
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

DATE

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 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 more without pay
- Proceed with termination of any Wage Subsidy client who has 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 NAME

PHONE

ADDRESS (NO. & STREET/PO BOX/RR)

CITY

STATE

ZIP

SUBSIDY POSITION BEGINS: DATE

WILL END ON OR BEFORE:

EMPLOYER SIGNATURE

DATE

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 my income 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 welfare
- 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

DATE

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
RESCINDED

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence Services</td>
<td>1-800-799-7233 – Hotline</td>
</tr>
<tr>
<td>Substance Abuse Services</td>
<td>1-866-600-7185 – OptumHealth</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>1-866-600-7185 – OptumHealth</td>
</tr>
<tr>
<td>Food Programs</td>
<td>(SNAP) 1-800-432-6217; Commodities - 1-800-648-7167; Nutrition Education 1-877-993-3637</td>
</tr>
<tr>
<td>Public Housing</td>
<td>Call your local Housing Authority or local Public Housing Agency</td>
</tr>
<tr>
<td>Tax Credits</td>
<td>1-800-825-1040 – IRS</td>
</tr>
<tr>
<td>Education Costs</td>
<td><a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a> – 1-800-433-3243 or ask your CDS</td>
</tr>
<tr>
<td>Energy Assistance</td>
<td>1-800-283-4465 – HSD LIHEAP</td>
</tr>
<tr>
<td>Home Weatherization</td>
<td>1-800-444-6880 – MFA</td>
</tr>
<tr>
<td>Teen Pregnancy Prevention</td>
<td><a href="http://www.nmtpc.org">www.nmtpc.org</a> – Santa Fe Young Fathers program (505) 428-1412, Albuquerque (505) 254-8737 or Las Cruces (575) 532-1536</td>
</tr>
<tr>
<td>Parenting and/or Fatherhood</td>
<td>1-877-993-3637 NMSU Home Economics Department; Teen Pregnancy Prevention (above); and <a href="http://www.nmcrads.org">www.nmcrads.org</a></td>
</tr>
<tr>
<td>Disability/Rehabilitation Programs</td>
<td>1-800-224-7005 – <a href="http://www.dvrgetsjobs.com">www.dvrgetsjobs.com</a></td>
</tr>
<tr>
<td>Clothing for Work</td>
<td>Ask your CDS about this and other services in your community</td>
</tr>
<tr>
<td>Transportation</td>
<td>Job Access - 1-866-212-9643; Santa Fe (505) 988-7433; ABQ Live – (505) 243-7433</td>
</tr>
<tr>
<td></td>
<td>Park &amp; Ride - 866-551-7433; Railrunner - 866-795-7628; Southern NM 1-800-227-7685</td>
</tr>
<tr>
<td>Auto or Other Transportation Expenses</td>
<td>Ask your CDS about this and other services in your community</td>
</tr>
<tr>
<td>Gold Mentor Program</td>
<td>1-866-842-9230</td>
</tr>
</tbody>
</table>

NOTICE OF RIGHTS

SPECIAL NEEDS INFORMATION - If you are a person with a disability and you request this information in an alternative format, or require a special accommodation to participate in any public hearing, program or service, please contact the NM Human Services Department toll-free at 1-800-432-6217 or through the New Mexico Relay System, TDD: 1-800-659-8331 or by dialing 711. The Department requests at least 10 days advance notice to provide requested alternative formats and special accommodations. (08/22/06)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion and political beliefs.

The U.S. Department of Agriculture also prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination with USDA, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Assistant Secretary for Civil Rights, 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; (800) 845-6136 (Spanish). For any other information related to civil rights complaints, persons should contact the USDA Office of the Assistant Secretary for Civil Rights at (800) 226-9472 (TDD), to file a discrimination complaint, and inquiring to know if they are eligible for State or Federal civil rights assistance. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; (800) 845-6136 (Spanish). For any other information related to civil rights complaints, persons should contact the USDA Office of the Assistant Secretary for Civil Rights at (800) 226-9472 (TDD), to file a discrimination complaint, and inquiring to know if they are eligible for State or Federal civil rights assistance.

You are entitled to any information in 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)
INCOME SUPPORT DIVISION

Date

Name of the participant

Address

City, State, Zip Code

Mailed/Hand Delivered

Dear ,

This letter, in accordance with State Personnel Rule 1.7.2.11, is to notify you that your Temporary Wage Subsidy position with the Human Services Department’s Income Support Division will end on Day, Month Date, Year at the close of business.

You acknowledged in writing at the time of your hire that you understood your position was a temporary appointment. State Personnel Board Rule 1.7.2.11 states that temporary appointments may be expired with at least 24 hour notice to the employee without right to appeal to the board. However, due to Reason your term ended in the Number month of the set 12 month term limit. You can choose to participate in this program in the future for the remaining of the term left.

Thank you very much for the service in assisting the Human Services Department with our mission. Good luck with your further endeavors.

Sincerely,

Signature

Title

Name of the office, address and phone#
INCOME SUPPORT DIVISION

Date

Name of the participant

Address

City, State, Zip Code

Mailed/Hand Delivered

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Thank you very much for the service in assisting the Human Services Department with our mission. Good luck with your further endeavors.

Sincerely,

Signature

Title

Name of the office, address and phone#
RESCINDED
# State of New Mexico
Department of Finance and Administration, 407 Galisteo Street
Santa Fe, NM 87501

## 530 ISD
Employee ID: [Redacted]
Department: 9901010040001 - All Other Programs
Location: Santa Fe (City)
Job Title: Office Clerk, GEN-B
Pay Rate: 95.01/Weekly

## Pay Group: CLS-Classified
Pay Group: CLS-Classified
Pay Period: 05/10/2014 - 05/23/2014
TAX DATA:
- Federal: 630000
- NM State: 080000064549009
- Advice #: 0000000004549009
- Advice Date: 05/30/2014
- Marital Status: Single
- Allowances: 2
- 2
- Additional Income:

### HOURS AND EARNINGS

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<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
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<td>BEFORE-TAX DEDUCTION</td>
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<td>TOTAL DEDUCTION</td>
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<td>680.00</td>
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<td>BALANCES</td>
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<td>7,480.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## MESSAGE:
State of New Mexico
Department of Finance and Administration
407 Galisteo Street
Santa Fe, NM 87501

Date: 05/30/2014
Advice No.: 4549009

**Deposit Amount: $592.93**

To The Account(s) Of: [Redacted]

Location: Santa Fe (City)

**NON-NEGOTIABLE**
JOB INTEREST FORM (JIF)
New Mexico State Personal Office
2600 Cerrillos Road
P.O. Box 26127
Santa Fe, NM 87505-0127

<table>
<thead>
<tr>
<th>Case Number:</th>
<th>Name: Last ________ First ______ Middle Initial ______</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone: (__)</th>
<th>Email Address:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have a valid driver’s license?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Which State? _____</td>
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<tr>
<td>No</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Dates of New Mexico Residency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:_____ To:_____</td>
</tr>
</tbody>
</table>

Proficient in these languages:

Have you ever been convicted of felony:

| □ No   | Yes If yes, please explain on a separate sheet and attach to this application. Your answer will not necessarily eliminate you from consideration for the job. |

I was recently part of NM State Agency Reduction in Force and would like to exercise any reemployment rights as afforded by 1.7.10.10NMAC OR I would like to exercise any reemployment rights I may have under the Workers’ Compensation Act 52-1-50-1 NMSA 1978.

I was separated from the State of New Mexico on _____ from _____________.

Qualifying Education:

Experience: Please direct us to your specific experience related to this job. Provide the employer’s name as it is reflected on your resume or One-Page Application Form. Failure to complete the information below may result in lower final score.

<table>
<thead>
<tr>
<th>Employer:</th>
<th>From (M/Y) ____ / ____ To (M/Y) ____ / ____</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours per week ____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer:</th>
<th>From (M/Y) ____ / ____ To (M/Y) ____ / ____</th>
</tr>
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<tbody>
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<tbody>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours per week ____</td>
</tr>
</tbody>
</table>

If you need additional space, you may use more copies of this sheet as necessary. Additional pages □

In accordance with the NMSA 10-9-22, I understand through my submission of any State of New Mexico application form that I am certifying that my application contains no willful falsification and should any investigation disclose such, I will be subject to penalties as outlined in NMSA 10-9-23.

SIGNATURE and/or Personal e-mail address*__________________________ Date:_____  

□ I have read the disclaimer from page 1.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone No.</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

Sign-In Sheet for ISD-IPP 15-08

RESCINDED