General Information Memorandum

ISD-GI 13-07

TO: ISD Employees

FROM: Ted Roth, Director, Income Support Division

RE: Wedlock coding on AP1 screen on ISD2

DATE: January 28, 2013

Income Support Division (ISD) has adopted and standardized certain conventions for coding in the Absent Parent/Child Relationship field on the AP1 Screen on ISD2. This established practice by ISD will allow for determining whether a child was born out of wedlock.

Use the following steps to determine the appropriate valid value to use on the AP1 screen:

**Code “A”**
Alleged Father, paternity not established, child born out of wedlock
(Client applies for TANF, not married, Father not in the home)

**Code “D”**
Determined as Father, paternity established, child born out of wedlock
(If the client is unmarried and CSED has determined father is biological parent of child)

**Code “O”**
Out of wedlock born child, Absent parent = mother
(Client is unmarried and Mother of child is not in the home)

**Code “W”**
Wedlock born child, Absent parent = mother or father
(Client is married and the father and/or mother is not in the home)

**Code “X”**
No relationship to Absent Parent shown on the AP1 screen on ISD2
(The child is not related to the Absent Parent, such as when there are multiple Absent Parents)
Attached is a representative copy of the “API” screen from ISD2, as well as a representative copy of the Help Screen TEXT (F2) screen showing valid values.

The highlighted areas on the “API” screen indicate where data should be entered for the Absent Parent’s (non-custodial parent’s) name and where the Absent Parent/Child Relationship code should be entered.

The highlighted areas on the “VALID VALUES” screen list the possible entries for the Absent Parent/Child Relationship code.

This form has been posted to the forms drive: \disfasv025\ISDForms
If you have questions regarding this GI, please contact Richard McIntyre at (505) 827-3142 or by e-mail at Richard.McIntyre@state.nm.us.