

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 of 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)

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- ✓ Attached is a representative copy of the "AP1" screen from ISD2, as well as a representative copy of the Help Screen TEXT (F2) screen showing valid values.
- ✓ The highlighted areas on the "AP1" 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.

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INQUIRY * * * A B S E N T P A R E N T D A T A - 1 * * * 002 AP1 01
MNTN: 0313 AP2
CASE-ID: ██████████ T CAT: 002 CASE-HEAD: CODELLA CORRECT
ISD-208-DT: 010213 IV-D-COOP-IND: C WAIVER-DATE:
AP UNKNOWN: PARENT-NAME: MISTER HIDING SSN 58555 151
DELETE-AP: AKA:
SSN FIRST LAST P CP SSN R SSN FIRST LAST P CP SSN R
██████████ FIRST CHI A ██████████ SECOND CHI W

VERIF-REMARKS: 020113

"ENTER" KEY = CONTINUE "PF3" = CANCEL
"PF4" = SKIP/HOLD "PF5" = PAGE BACKWARD END
ANXVADA VALID VALUES LEGAL RE
SCREEN ID: AP1 DELETE CODE:
AP UNKNOWN = BLANK - AP NAME IS KNOWN - ENTER ON SCREEN
= Y - FULL NAME IS NOT KNOWN (DO NOT ENTER NAME ON SCREEN,
PARTIAL NAME OR NICKNAME (ENTER IN AKA FIELD)

IV-D COOPERATION INDICATOR
A = GOOD CAUSE APPROVED
C = COOPERATING
D = NOT COOPERATING GOOD CAUSE REQUEST, DOCUMENTATION NOT PROVIDED
(SANCTION)
N = NOT COOPERATING (SANCTION)
R = GOOD CAUSE REQUEST, PENDING DOCUMENTATION OR DECISION

ABSENT PARENT/CHILD LEGAL RELATIONSHIP:
A = ALLEGED FATHER, PATERNITY NOT ESTAB, CHILD BORN OUT OF WEDLOCK
D = DETERMINED AS FATHER, PATERNITY ESTAB, CHILD BORN OUT OF WEDLOCK
O = OUT OF WEDLOCK BORN CHILD, (AP = MOTHER)
W = WEDLOCK BORN CHILD (AP = MOTHER OR AP = FATHER)
X = NO RELATIONSHIP TO AP SHOWN ON THE AP1 SCREEN

"ENTER" KEY = CONTINUE "PF3" = CANCEL "PF5" = PAGE BACKWARD MORE
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This form has been posted to the forms drive: \\disfasv025MSDForms

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.