General Information Memorandum

ISD-GI 13- 55

TO: ISD Employees
FROM: Marilyn Martinez, Acting Director, Income Support Division
RE: Using existing applications and/or recertification forms to add person/program in ASPEN
DATE: November 1, 2013

ASPEN application processing will occur as follows:

- Once an original application or recertification application is submitted to an office, no additional submitted application is required in the 60 day period to add a person or program to their existing case during the period.

- After the 60 days from the original submitted application or recertification application regulation will be followed:

  SNAP:
  An application is not needed to add a person to a SNAP case (PC-03-022). It should be handled as a change per regulation 8.139.120.10 NMAC for Semiannual reporting households and 8.139.120.11 NMAC for Annual reporting households.

  TAXE:
  When a client is age one year or older they would need to have an application completed and follow the same processing as a regular application per regulation 8.102.120.10 B NMAC.

  When a client is a newborn and the child has a new born Medicaid opened, the child should be added to the case without an application per regulation 8.102.120.11 K (2) NMAC.

  LIHEAP:
  An application is needed to add LIHEAP after the 60 day period. The applicant has no later than 60 days from the date of submission of a completed application per regulation 8.150.110.10 NMAC.
MEDICAID:
An application is needed to add a person for Medicaid as the person to be added may have income or TPL coverage. The application process is also the only way for applicant to assign the medical support rights. Regulation 8.200.430.9 NMAC.

The attached is the process to add a person or add a program in ASPEN.

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

If you have questions regarding this GI, please contact Richard McIntyre at (505) 97-3142 or by e-mail at Richard.McIntyre@state.nm.us.
ADD A PROGRAM

On Data Collection from the left Navigation choose Initiate Action. Type in the case number and “add program” from the drop down menu.
Go to “Program Request” under Individual Information on the left navigation and then choose “Add Program”.

RESCINDED
Choose the Program desired to add from the drop down menu and complete required sections.

Complete information as appropriate.
Complete information as appropriate.

Run EDG
Run Wrap up Eligibility