General Information Memorandum

ISD-GI 15-07

TO: ISD Employees

FROM: Marilyn Martinez, Acting Director, Income Support Division

RE: 2014 Annual Recipient Benefit Statements

DATE: January 28, 2015

This GI serves to inform staff that the 2014 Annual Recipient Benefit Statements have been mailed to all cash assistance recipients. The cash assistance recipients will receive the “Annual Recipient Benefit Statement,” ISD 151 (sample attached, page 2). Cash assistance recipients must use this statement with filing their annual income tax returns.

If a cash recipient has not received an ISD 151, or it has been lost or mutilated, ISD staff may initiate a Manual Benefit Statement (sample attached, page 3), using the Benefit Issuance screen in ASPEN. The Manual Benefit Statement must be signed and dated by an ISD case worker, supervisor or County director and have the county office stamp on it.

Non-deliverable statements returned by the U.S. Postal Service shall be forwarded to the Central ASPEN Scanning Unit (CASU) for handling.

If you have questions regarding this memorandum please contact Brandi E. Sandoval at (505) 827-7274 or brandi.sandoval@state.nm.us

Attachments: Annual Recipient Benefit Statement
                         Manual Benefit Statement
### Benefit Summary Inquiry

**Case Name:** Cash Participant  
**Case #:** 123456789  
**Case Action:**  
**Case Status:** Approved

#### Search Criteria

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<td>EBT Benefit #:</td>
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#### Benefit Period Date Range

- **Benefit Period Begin Date:** 01/01/2014 - 01/31/2014  
- **Benefit Period End Date:** 02/01/2014 - 02/28/2014

#### Search Results

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**RESCINDED**