General Information Memorandum

ISD-GI 15-73

TO: ISD Employees

FROM: Marilyn Martinez, Director, Income Support Division

RE: 2015 Annual Recipient Benefit Statements

DATE: January 8, 2016

This GI is to inform staff that the 2015 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 3). 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 reprint the ISD 151 (sample attached, page 3), correspondence history in ASPEN.

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

If you have any questions regarding this GI, please contact Suzanne Duran-Vigil at 505-827-7289 or SuzanneP.Duran-Vigil@state.nm.us.
RESCINDED
The following are the steps to be taken to reprint the ISD 151 Annual Recipient Benefit Statement.

Go to Left Navigation and select Correspondence and then View History
Enter Case Number
Print Begin Date: 1/1/2016
Print End Date: 2/1/2016
Document Title: ISD 151 Annual Recipient Benefit Statement
Then Click on Search

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