Interim Policy & Procedure Memorandum

ISD-IPP 13 - 06

TO: ISD Employees

FROM: Ted Roth, Director, Income Support Division

RE: Food Distribution Program on Indian Reservations (FDPIR) and Supplemental Nutrition Assistance Program (SNAP): Mandatory Verification Procedures & Termination of Program Form (TOP)

DATE: April 26, 2013

This IPP is written to clarify the mandatory requirements as set forth by the Code of Federal Regulations (CFR) and the process of cross-program checks between FDPIR and SNAP.

Federal regulations at 7 CFR 273.7(e) and 7 CFR 281.1(c) and regulation at 8.139.410.11(A) NMAC explicitly state an individual or household participating in a commodity distribution program administered by any Indian Tribal Organization (ITO) is not eligible to receive SNAP benefits.

Furthermore, regulation at 7 CFR 273.11(a) & (6), issued on February 21, 2013 and effective on March 25, 2013, requires SNAP and FDPIR to perform cross-program checks to ensure participants disqualified for Intentional Program Violations (IPV's) are not allowed to participate in either program for the disqualification period of time imposed by the program.

To prevent dual participation, and to comply with the CFR, ISD Central Office sends a monthly list of SNAP households to the FDPIR sites and FDPIR sites submit monthly lists of recipients to county offices within their service areas.

Attached is the process for cross-program checks to be completed at initial intake and recertification.

If you have any question regarding this IPP, please contact Rita Paz at 505-827-7286 or via e-mail at rita.paz@state.nm.us.
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)

What is FDPIR?
FDPIR is a food distribution program funded by the United States Department of Agriculture (USDA) which provides USDA Foods to low-income household living on Indian Reservations, and on approved areas near reservations. Many households participate in FDPIR as an alternative to the Supplemental Nutrition Assistance program (SNAP), due to lack of access to SNAP offices, lack of transportation or in accessibility to authorized food stores. USDA purchases and ships USDA Foods to the FDPIR sites for distribution to eligible applicants on a monthly basis.

The Food and Nutrition Services (FNS) administers FDPIR and SNAP at the Federal level. Locally, FDPIR is administered by Indian Tribal Organizations (ITO's) and SNAP is administered through the New Mexico Human Services Department Income Support Division (NMHSD ISD).

Where are the FDPIR sites located?
Currently there are seven FDPIR sites in New Mexico and two in Arizona with whom cross-program checks must be completed. Please refer to Attachment #1 for location, address, and contact person for FDPIR and SNAP partners.

Can households participate in FDPIR and SNAP simultaneously? No.
Federal regulations governing SNAP and FDPIR prohibit dual participation. Federal regulations governing dual participation at 7 CFR 273.7(e) and 7 CFR 281.1(c) explicitly prohibit dual participation meaning no household shall be allowed to participate simultaneously in SNAP and the Food Distribution Program. In addition, regulations issued on February 21, 2013, prohibit participants disqualified for an (IPV) from SNAP or FDPIR from participating in the alternate program.

Are all ISD offices required to cross-program check for dual participation and intentional program violations? Yes.
At this point in time, ten ISD County offices located within FDPIR service areas are to perform cross-program checks for dual participation and IPV’s. The county offices are:
At what point in the application process is the cross-program check required?
Cross-program checks are required at application and recertification.

What methods are used to perform cross-program checks between SNAP and FDPIR for dual participation and intentional program violations?
FNS has mandated SNAP and FDPIR to develop methods to detect dual participation and intentional program violators. Lists of currently certified households are provided to the SNAP and FDPIR offices on a monthly basis. In order to comply with the recent regulation regarding the prohibition of IPV’s, these lists will now contain a monthly listing of SNAP and FDPIR participants who have been disqualified from each program.

What is the process for cross-program checks between SNAP and FDPIR?
On or about the 6th of each month, each county office receives a listing of “Active FDPIR Participants and IPV’s.” Some offices will receive more than one based on their service area. The list contains the name and social security number of every participant receiving benefits.

- These lists are the primary validation tool to be used at application/registration and at recertification to validate SNAP applicants and/or household members are NOT currently receiving FDPIR benefits or have an IPV.
- If an applicant or participating household is found to be on the “Active FDPIR List,” the application would be denied on the basis of receiving benefits from FDPIR (Code 505).
- If an IPV disqualification is indicated. Validation of the disqualification period is needed to determine if the applicant is eligible to apply.
- If a household member is found to be on the “Active FDPIR List,” the member would not be included in the household benefit group (Code 505).
- If the applicant’s name is not found on the list you may opt to contact the local FDPIR site to validate non-receipt or receipt of SNAP benefits. As application/eligibility is ongoing, a household could be determined eligible in the current month and not be on the list.
- Upon completion of cross-program check proceed with eligibility.

Are telephonic cross-program checks to be made only to the ISD/FDPIR offices within the service areas?
No. ISD County offices may receive calls from FDPIR sites, outside their service area, requesting validation of SNAP participation or non-participation of applicants to FDPIR.
**What happens when a case of dual participation is identified by ISD?**
Upon identification of dual participation the ISD County Office is to contact the FDPIR site office relative to the service area to resolve eligibility/certification dates, establishment of claims and case disposition.

- Claims will be established by either FDPIR or the county office depending on which entity determined eligibility last.
- The Program and Policy Development Bureau (PPDB) will be notified of the incidence of dual participation via e-mail to rita.paz@state.nm.us or via telephone at 505-827-7286 upon establishment of claims and case disposition.

**What happens when a case of dual participation is identified by FDPIR?**
FDPIR will contact the local ISD County Office to resolve the issue. If the incidence of dual participation is reported to PPDB by FDPIR, the information will be reviewed. If ISD is the last entity making the participant eligible, a notice will be sent to the County Director of the responsible local ISD office requesting claims be established and to make contact with the participant to determine case disposition.

**What if a SNAP recipient requests closure in order to apply for FDPIR?**
When an active participant chooses to leave either SNAP to apply for FDPIR or FDPIR to apply for SNAP a Termination of Program (TOP) form is to be completed and given to the participant. If preferred the TOP form can be faxed to the FDPIR site. *(TOP Form - attachment #2)*

The TOP form when provided with the FDPIR application for benefits provides validation to FDPIR that the individual is no longer an active SNAP participant.

FDPIR will complete the TOP form when a FDPIR participant requests closure to apply for SNAP benefits. When provided with a SNAP application the TOP form will serve as validation that the individual is no longer an active FDPIR participant.
ISD County Office FDPIR Partners

NAVajo NATION
Ms. Claudeen Tallwood
Program Manager, Food Distribution Program
Window Rock, AZ

Crownpoint FDPIR 1-505-786-2361 donagheyrita@yahoo.com Manager: Rita Donaghey

SW Bernalillo County 1-505-841-2300 CD: Elizabeth Sanchez

McKinley County 1-505-726-7600 CD: Jocelyn Vigil

Socorro County 1-575-838-8700 CD: Michelle Jech

NMCAP 1-505-771-6310 Line Manager: Gary Wold

Mexican Springs FDPIR 1-505-905-7977 beau.bitsi@nmdoh.org Manager: Becca Bitsie

McKinley County 1-505-726-7600 CD: Jocelyn Vigil

NMCAP 1-505-771-6310 Line Manager: Gary Wold

Kirtland FDPIR 1-505-598-9736 zonnie.owens@yahoo.com Manager: Zonnie Owens

San Juan County 1-505-566-9600 CD: Elizabeth Jakeway

Sandoval County 1-505-383-6000 CD: Donna Mirabal

NMCAP 1-505-771-6310 Line Manager: Gary Wold

Ft. Defiance FDPIR (AZ) 1-928-722-212(no e-mail) Manager: Emerson ManyGoats

McKinley County 1-505-726-7600 CD: Jocelyn Vigil

NMCAP 1-505-771-6310 Line Manager: Gary Wold

Teec Nospos FDPIR (AZ)1-928-656-3294(no e-mail) Manager: Ray D. Lee

McKinley County 1-505-726-7600 CD: Jocelyn Vigil

NMCAP 1-505-771-6310 Line Manager: Gary Wold

RESINED
## ISD County Office FDPIR Partners

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
<th>Role</th>
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<tbody>
<tr>
<td>Zuni FDPIR</td>
<td>1-505-782-4463 <a href="mailto:bepant@ashiwi.org">bepant@ashiwi.org</a></td>
<td>Director: Beatrice Panteah</td>
</tr>
<tr>
<td>McKinley County</td>
<td>1-505-726-7600</td>
<td>CD: Jocelyn Vigil</td>
</tr>
<tr>
<td>NMCAP</td>
<td>1-505-771-6305</td>
<td>Line Manager: Gary Wold</td>
</tr>
<tr>
<td>Acoma FDPIR</td>
<td>1-505-552-9849 <a href="mailto:cmartinez@pueblofacoma.org">cmartinez@pueblofacoma.org</a></td>
<td>Director: Connie Martinez</td>
</tr>
<tr>
<td>Cibola County</td>
<td>1-505-287-8836</td>
<td>CD: David Klumperslower</td>
</tr>
<tr>
<td>NMCAP</td>
<td>1-505-771-6305</td>
<td>Line Manager: Gary Wold</td>
</tr>
<tr>
<td>Five Sandoval FDPIR</td>
<td>1-505-867-3710 <a href="mailto:fcalabaza@fsipinc.org">fcalabaza@fsipinc.org</a></td>
<td>Director: Florence Calabaza</td>
</tr>
<tr>
<td>SW Bernalillo County</td>
<td>1-505-841-2300</td>
<td>CD: Elizabeth Sanchez</td>
</tr>
<tr>
<td>Sandoval County</td>
<td>1-505-383-6300</td>
<td>CD: Donna Mirabal</td>
</tr>
<tr>
<td>NMCAP</td>
<td>1-505-771-6305</td>
<td>Line Manager: Gary Wold</td>
</tr>
<tr>
<td>Eight Northern FDPIR</td>
<td>1-505-455-2280 <a href="mailto:cmartinez@UNCHC.org">cmartinez@UNCHC.org</a></td>
<td>Director: Perry Martinez</td>
</tr>
<tr>
<td>Santa Fe County</td>
<td>1-505-476-9190</td>
<td>CD: Constance Averett</td>
</tr>
<tr>
<td>Taos County</td>
<td>1-505-758-6804</td>
<td>CD: Darlene Maestas</td>
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<tr>
<td>Rio Arriba County</td>
<td>1-505-732-2771</td>
<td>CD: Antonette Córdova</td>
</tr>
<tr>
<td>NMCAP</td>
<td>1-505-771-6305</td>
<td>Line Manager: Gary Wold</td>
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</table>
FDPIR ADDRESSES & CONTACT INFORMATION

EIGHT NORTHERN PUEBLOS
Food Distribution Program
P.O. Box 969
San Juan Pueblo, NM 87566

CONTACT: Perry Martinez
PHONE: 505-455-2289
x 103
FAX: 505-455-7322

REPORT: Eight Northern Pueblos
Reviewer: Deandra (x102)

Physical Address: 362 State Road 503
Santa Fe, New Mexico 87506

FIVE SANDOVAL PUEBLOS
Food Distribution Program
960 D Highway 550
Bernalillo, NM 87004

CONTACT: Florence Calabaza
PHONE: 505-867-3710
FAX: 505-867-2082

REPORT: Five Sandoval
Reviewer: Pauline Vigil & Llene Castillo

Physical Address: 960 D Highway 550
Bernalillo, New Mexico 87004

ZUNI PUEBLO
Food Distribution Program
P.O. Box 339
Zuni, NM 87327

CONTACT: Beatrice Pantaleh
PHONE: 505-782-4453
FAX: 505-782-2767

REPORT: Zuni
Reviewer: Annie Suitza

Physical Address: 103 7th Street
Zuni, New Mexico 87327

ACOMA PUEBLO
Food Distribution Program
P.O. Box 449
Pueblo of Acoma, NM 87034

CONTACT: Connie Martinez
PHONE: 505-552-9489
FAX: 505-552-6536

REPORT: Acoma
Reviewer: Lorie Vicente

Physical Address: 53 Innsbruck Drive
Acoma, New Mexico 87034

NAVAJO NATION ~ Main Office
Window Rock Distribution Offices
P.O. Drawer 1390
Window Rock, AZ 86515

CONTACT: Clauddeen Tallwood
PHONE: 928-871-6537
NO REPORTS SENT TO THIS OFFICE
Contact: Thomas Yellowhair
PHONE: 928-871-6760

Physical Address: Admin. Bldg, #2 First Floor
Window Rock Blvd
Window Rock, AZ 86515
NAVAJO NATION
Crownpoint Food Distribution Program
P.O. Box 2083
Crownpoint, NM 87313

CONTACT: Rita Donaghey
PHONE: 505-786-2361
FAX: 505-786-2322
Reviewer: Arlene Mitchell & Paul Letsie

Physical Address: 2461 Coal Country Road
Crownpoint, NM 87313

NAVAJO NATION
Kirtland Food Distribution Program
P.O. Box 1917
Kirtland, NM 87417

CONTACT: Zonnie Owens
PHONE: 505-598-9736
FAX: 505-598-9754
Reviewer: Ada Bitah

Physical Address: 4080 Highway 64
Kirtland, NM 87417

NAVAJO NATION
Mexican Springs
Food Distribution Program
107 South Dean
Gallup, NM 87301

CONTACT: Bear Bitsi
PHONE: 505-000-0000
FAX: 505-905-7977
Assistant: Dianna Silver

Physical Address: 107 South Dean
Gallup, NM 87301

NAVAJO NATION
Ft. Defiance
P.O. Box 1390
Window Rock, AZ 86515

CONTACT: Emerson ManyGoats
PHONE: 928-729-4212
FAX: NO E-MAIL ACCESS
Assistant: Veronica Cowboy

Physical Address: Ft. Defiance
Window Rock, AZ 87515

NAVAJO NATION
TeeCee Pos
P.O. Box 919
TeeCee Pos, AZ 86514

CONTACT: Ray D. Lee
PHONE: 928-656-3651
FAX: NO E-MAIL ACCESS
Assistant: Karen Kady

Physical Address: BIA – Road North 5114
TeeCee Pos, AZ 86514
**Supplemental Nutrition Assistance Program (SNAP)**  
**Food Distribution Program on Indian Reservations (FDPIR)**

**Termination of Program (TOP)**

<table>
<thead>
<tr>
<th>Income Support Division</th>
<th>Food Distribution Program on Indian Reservation (FDPIR)</th>
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<tbody>
<tr>
<td>County Office</td>
<td>Site</td>
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<tr>
<td>Address- Street/ PO Box/ R. Rt.</td>
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<td>City</td>
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<thead>
<tr>
<th>Participant Name</th>
<th>Participant Social Security Number</th>
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<td>City</td>
<td>State</td>
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<tr>
<th>Head of Household if other than Participant</th>
<th>Date</th>
<th>Telephone Number</th>
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**Be Specific as possible when completing form (to be completed by Program Representative)**

- **Approved and Active**
  - Date of Approval /20
  - Certification Period /10 to /20

- **Denial**
  - Date of Denial /20
  - Reason for Denial

- **Closure**
  - Date of Closure /20
  - Reason for Closure

**Required Response: Was the case closed or denied due to an Intentional Program Violation (IPV)?**

- No
- Yes
  - If yes, what are the dates of disqualification? /20 to /20

**Must be Completed**

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<thead>
<tr>
<th>ISD Eligibility Worker (Print)</th>
<th>FDPIR Site Representative (Print)</th>
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<td>ISD Eligibility Worker (Signature Required)</td>
<td>FDPIR Site Representative (Signature Required)</td>
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