

Manual Revision Memorandum

ISD-MR 13-13

TO: ISD Employees
FROM:  Ted Roth, Director, Income Support Division
RE: Lobby Hours During ASPEN Implementation / Posters
DATE: May 29, 2013

Approval has been received by ISD for County Offices to provide reduced lobby hours during the month ASPEN is being implemented in their respective office.

The attached posters, in English and Spanish, are to be posted in the lobby of each County Office one month prior to each wave of ASPEN implementation for their respective office. Lobby hours during the implementation of ASPEN will be from 9:00 a.m. – 4:00 p.m. for each wave.

If you have any questions regarding this MR please contact Ms. Vida Tapia-Sanchez via e-mail at vida.tapia-sanchez@state.nm.gov or by telephone at 505-827-7219.

Attachments: Wave 1	July 22, 2013 through August 16, 2013	English/Spanish
Wave 2	September 23, 2013 through October 18, 2013	English/Spanish
Wave 3	November 18, 2013 through December 13, 2013	English/Spanish
Wave 4	January 21, 2014 through February 14, 2014	English/Spanish

NOTICE

Between

July 22, 2013

and

August 16, 2013

Our LOBBY HOURS will change to

9:00 AM – 4:00 PM

We are implementing a new
computer system named **ASPEN!**

NOTICE

Between

September 23, 2013

and

October 18, 2013

Our LOBBY HOURS will change to

9:00 AM – 4:00 PM

We are implementing a new
computer system named **ASPEN!**

NOTICE

Between

November 18, 2013

and

December 13, 2013

Our LOBBY HOURS will change to

9:00 AM – 4:00 PM

We are implementing a new computer system named **ASPEN!**

NOTICE

Between

January 21, 2014

and

February 14, 2014

Our LOBBY HOURS will change to

9:00 AM – 4:00 PM

We are implementing a new
computer system named **ASPEN!**

Aviso

Entre

El 22 de Julio 2013

16 de Agosto, 2013

Nuestras horas vestíbulo cambiará a

9:00 AM – 4:00 PM

Estamos implementando un nuevo
sistema informático llamado

ASPEN!

Aviso

Entre

**El Septiembre de 23,
2013**

18 de Octubre, 2013

Nuestras horas vestíbulo cambiará a

9:00 AM – 4:00 PM

Estamos implementando un nuevo
sistema informático llamado

ASPEN!

Aviso

Entre

**El 18 de Noviembre,
2013**

13 de Diciembre, 2013

Nuestras horas vestíbulo cambiará a

9:00 AM – 4:00 PM

Estamos implementando un nuevo
sistema informático llamado

ASPEN!

Aviso

Entre

El 21 de Enero 2014

14 de Febrero 2014

Nuestras horas vestíbulo cambiará a

9:00 AM – 4:00 PM

Estamos implementando un nuevo
sistema informático llamado

ASPEN!