Manual Revision Memorandum

ISD-MR 13-18

TO: ISD Employees
FROM: Marilyn Martinez, Acting Director, Income Support Division
RE: Forms Manual Revision- Revised Employment and Training (E&T) Forms-English and Spanish Versions (ASPEN Modifications)

DATE: September 5, 2013

DWP 277 NMW Job Search Activity Card
FSP 003 E&T Work Requirements SNAP
FSP 003 E&T and ABAWD Requirements Instruction Sheet
FSP 005 SNAP Employment and Training Activity
DWP 001 SNAP Assessment Referral and Verification (Deleted)

DWPSP 277 Tarjeta De Busqueda De Trabajo
FSPSP 003 Requisitos E&T Programa de Ayuda SNAP
FSPSP 003 Instrucciones Para el Formulario Requisitos E&T y ABAWD
FSPSP 005 SNAP Empleo Entrenamiento (E&T) Actividad de Trabajo
DWPSP 001 SNAP Evaluaciones Revisión y Verificación (Deleted)

E&T forms DWP 277, FSP 003, FSP 003 instruction sheet and FSP 005 forms and their Spanish versions have been revised to change formatting and margins for ASPEN Modification. FSP 003 instruction sheet has been updated with new age requirement. Form FSP 003 has been revised to change language with the new requirement. In addition, form FSP 003 has been merged with DWP 001. Use of the revised E&T forms shall begin immediately. Do not use printed stock of forms FSP 003, FSP 005 or DWP 277 or their Spanish versions. Forms can be accessed from the forms drive: \disfasv025\ISDForms and will soon be accessible in ASPEN.

Instructions:

1. Use only new versions of DWP 277, FSP 003, and FSP 005 and their Spanish versions.
2. Discontinue use of DWP 001 and DWSP 001.

These forms have been posted to the forms drive: \disfasv025\ISDForms

If you have questions regarding this MR, please contact Melinda Espinoza at (505)827-7254 or by e-mail at MelindaA.Espinoza@state.nm.us.