



New Mexico Human Services Department

Susana Martinez, Governor
Sidonie Squier, Secretary

Medical Assistance Division
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INTERDEPARTMENTAL MEMORANDUM

MAD-GI: 11-03

DATE: December 21, 2011

TO: ISD AND MAD STAFF

FROM: JULIE B. WEINBERG, DIRECTOR, MEDICAL ASSISTANCE DIVISION
TED ROTH, ACTING DIRECTOR, INCOME SUPPORT DIVISION

THROUGH: ROY BURT, BUREAU CHIEF, CLIENT SERVICES BUREAU

BY: KATHRYN KARNOWSKY, CLIENT SERVICES BUREAU

SUBJECT: CHANGE IN PROCESS FOR DISABILITY DETERMINATIONS

Effective January 01, 2012, the Medical Assistance Division (MAD) will take over the functions of the Disability Determination Unit (DDU) from the Division of Vocational Rehabilitation (DVR). Income Support Division (ISD) staff will continue to submit MAD 299 forms and medical reports to DVR until December 15, 2011. Beginning December 16, 2011, ISD staff must mail the MAD 299 forms and medical reports to the following address:

Medical Assistance Division
P.O. Box 2348
Santa Fe, NM 87504-2348
Attn: Client Services Bureau/DDU

MAD will track the 299 forms and medical reports and distribute to the adjudicators for making disability determinations. Please be sure to attach a copy of the SDX for the individual or indicate on the form if there is no record found on the SDX.

The DDU adjudicators will be faxing MAD 299s and justification summaries to ISD offices as much as possible rather than mailing these materials. Please fill out the MAD 299 completely and include the best fax #.

Please direct questions regarding this material to Kathryn Karnowsky at Kathryn.karnowsky1@state.nm.us or phone (505) 476-6867.