




HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Mary Brogdon, Division Director

ISD-GI 18-08

TO: ISD Employees
FROM:  Mary Brogdon, Division Director, Income Support Division
RE: 2018 ASPEN Production Calendar
DATE: 02/09/2018

The ASPEN Production Calendar for 2018 is on the following pages. Any changes to the calendar will be communicated in advance.

If you have any questions regarding this GI, please contact Debra Garcia directly at debraa.garcia@state.nm.us.

January 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 HOLIDAY New Year's Day	2 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	3	4	5	6 ASPEN Available
7	8	9	10	11	12 Rollover sanction/remove TANF from SNAP	13 ASPEN Unavailable ADMIN Renewal Processing IR/PR Packets Mailed
14 ADMIN Renewal Task Generated	15 HOLIDAY Martin Luther King Day	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19	20 ASPEN Available
21	22	23	24	25	26	27 ASPEN Available
28	29	30	31 Monthly Issuance Month End			

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING

NONE THIS MONTH

1099 TO LILEAD PROVIDERS
CLIENT STATEMENTS

MOVED TO PRODUCTION

February 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3 ASPEN Available
4 ADMIN Renewal Task Generated	5 Rollover sanction/remove TANF from SNAP	6 IR/PR Packets Mailed	7	8 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	9	13 ASPEN Unavailable ADMIN Renewal Processing IR/PR Packets Mailed
18	19	20	21	22	23	24 ASPEN Available
25	26	27	28 Monthly Issuance Month End			
* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays) * ASPEN Down at 6:45 PM Daily * Auto denial/closure jobs are on hold RT TIME SENSITIVE PENDING						
EDIENRPARMS EDENMAMLMTS EDIEXCLMITS				PARKS.scrn.fdic		MOVED TO PRODUCTION

March 2018

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3 ASPEN Available
4	5	6	7	8	9	10 ASPEN Unavailable Admin Renewal Processing	
11 ADMIN Renewal Task Generated	12 Rollover sanction/ remove TANF from SNAP	13 IR/PR Packets Mailed	14	15	16 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	17 ASPEN Available	
18	19	20	21	22	23	24 ASPEN Available	
25	26	27	28	29	30	31 ASPEN Available Monthly Issuance Month End	

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

RT TIME SENSITIVE PENDING

MOVED TO PRODUCTION

EDITEPARMS (CSMIA)
PARMS send file

EDHENPARMS
EDENMINITS
EDJTLMINIS

April 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	3	4	5	6 ASPEN Down at 6PM	7 ASPEN Available
8	9	10	11	12 Rollover Sanction/Remove TANF from SNAP	13 IR/PR Packets Mailed	14 ASPEN Unavailable Admin Renewal Processing
15 ADMIN Renewal Task Generated	16	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	18	19	20	21 ASPEN Available
22	23	24	25	26	27	28 ASPEN Available
29	30 Monthly Issuance Month End					

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

LEAD/CDPARMS PARMS Local File	RT TIME SENSITIVE PENDING	NONE THIS MONTH	MOVED TO PRODUCTION
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May 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4	5 ASPEN Available
6	7	8	9	10	11	12 ASPEN Unavailable Admin Renewal Processing Rollover sanction/remove TANF from SNAP
13 ADMIN Renewal Task Generated	14 IR/PR Packets Mailed	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19 ASPEN Available
20	21	22	23	24	25	26 ASPEN Available
27	28 HOLIDAY Memorial Day	29	30	31 Monthly Issuance Month End		

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

KT TIME SENSITIVE PENDING

MOVED TO PRODUCTION

EDSEPARMS
BLANNSCHOOL SUBSIDY (to be issued end of month July for August)

PARIS send file

June 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed ASPEN Down at 6PM	2 ASPEN Available
3	4	5	6	7	8	9 ASPEN Unavailable Admin Renewal Processing
10 ADD/EN Renewal Task Generated	11	12 Rollover sanction/ remove TANF from SNAP	13 IR/PR Packets Mailed	14	15 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	16 ASPEN Available
17	18	19	20	21	22	23 ASPEN Available
24	25	26	27	28	29	30 ASPEN Available Monthly Issuance Month End

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

EDMAG.ARD.CUIV01E EDMAG.ACTIONDATE MIG.CUIV01ERDATE Production Calendar PARIS.scdmfile	RT TIME SENSITIVE/PENDING	EDMAG.PARMS	MOVED TO PRODUCTION

July 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	3	4 HOLIDAY Independence Day	5	6	7 ASPEN Available
8	9	10	11	12 Mass update to Rollover Sanction/Remove TANF from SNAP	13 IR/PR Packets Mailed	14 ASPEN Unavailable Admin Renewal Processing
15 ADMIN Renewal Task Generated	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19	20	21 ASPEN Available
22	23	24	25	26	27	28 ASPEN Available
29	30	31 Monthly Issuance Month End				
<p>* ASPEN Daily regular Batch runs every day from Monday through Saturday. (Limited batch runs on Sundays)</p> <p>* ASPEN Down at 6:45 PM Daily</p> <p>* Auto denial/closure jobs are on hold</p>						
RT TIME SENSITIVE PENDING			MOVED TO PRODUCTION			
NONE THIS MONTH						
EDMACARDLETTOFF EDNREGACTONDATE BICACTOEEEDATE Production Calendar BIANNSCICODLSUBSIDY						

October 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3	4	5 ASPEN Down at 6PM	6 ASPEN Available
7	8 HOLIDAY Columbus Day	9	10	11	12 Mass update to Rollover sanction/remove TANF from SNAP	13 ASPEN Unavailable Process Admin Renewal IR/PR Packets Mailed
14	15	16	17	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices	19	20 ASPEN Available
21	22	23	24	25	26	27 ASPEN Available
28	29	30	31 Monthly Issuance Month End			

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (Limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

NONE THIS MONTH	RT TIME SENSITIVE/PENDING	BCLTQREDATE EDNEGACTHONDATE EDNMGARDCLTQRE	MOVED TO PRODUCTION
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November 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	2	3 ASPEN Available
4	5	6	7	8	9	10 ASPEN Unavailable Process Admin Renewal Mailed
11	12 HOLIDAY Veterans Day (observed)	13 Mass update to Rollover sanction/remove TANF from SNAP	14 IR/PR Packets Mailed	15	16	17 ASPEN Available Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed
18	19	20	21	22 HOLIDAY Thanksgiving Day	23 HOLIDAY Presidents Day (Observed)	24 ASPEN Available
25	26	27	28	29	30 Monthly Issuance Month End	

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

RT TIME SENSITIVE/PENDING

HOLIDAY

PARIS send file

MOVED TO PRODUCTION

December 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 ASPEN Available Month Begin Reports Generated GA Disability IR/PR Packets Mailed
2	3	4	5	6	7	8 ASPEN Unavailable Process Admin Renewal
			12 Mass update to Rollover sanction/remove TANF from SN/AP	13 IR/PR Packets Mailed	14	15 ASPEN Available
9	10	11				
		18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	19	20	21	22 ASPEN Available
16	17	25 HOLIDAY Christmas Day	26	27	28	29 ASPEN Available
23	24					
30	31 Monthly Issuance Month End					

* ASPEN Daily regular Batch runs every day from Monday through Saturday. (Limited batch runs on Sundays)

* ASPEN Down at 6:45 PM Daily

* Auto denial/closure jobs are on hold

RT TIME SENSITIVE/PENDING	MOVED TO PRODUCTION
1099 TO LIFE/APP PROVIDERS GELIENT STATEMENTS EDENIPARAS EDIEMALIMITS EDITCLIMITS EDMACARDCLOSER EDNEGACTIONDATE PARIS send file	EDGOLAMULTIPLE EDENIPARAS EDITCLIMITS EDITC.PARAS EDRSC.PARAS HOLIDAY

RT Table / Action Name	Description
1099 TO LIHEAP PROVIDERS	Generate annual 1099s for LIHEAP vendors.
BIANNSCHOOOLSUBSIDY	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.
BICU'TOFFDATE	The dates on which the monthly issuance jobs for SNAP and cash will be run.
CLIENT STATEMENTS	Annual client statements for clients who received cash payments in the previous calendar year.
EDCASHPAYSTD	Gross and Net Income limits for cash.
EDCOLAMULTPLIER	COLA multiplier for RSDI individuals.
EDFINPARNS	Income and deductions parameters for Cash and FIP-related Medicaid.
EDFNALLIMITS	Income limits for family (FIP-related) Medicaid.
EDFSLIMITS	SNAP income limits and max allotment values.
EDFSPARNS	Income and deduction parameters for SNAP.
EDFSSTDS	SNAP standard deduction amount.
EDLIFEESTATEFACTOR	Life estate factor for calculating divestment.
EDLIHEAPENRGYPPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.
EDLIHEAPINCPPOINTS	Indicates the number of LIHEAP points the household is eligible for based on the household income.
EDLTCLIMITS	Income limits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.
EDLTCPARNS	Utility Allowances such as Heating, Cooling, Std. Utility allowances, personal needs, shelter etc.
EDMACARDCUTOFF	Medicaid card cutoff dates. This table needs to be updated one year in advance.
EDNEGACTONDATE	The last day on which a negative action can be taken for a month and program. This table needs to be updated one year in advance.
EDRSCPARNIS	Resource parameters.
EDSERPAYSTDRELMAX	Net Standard income limits for LIHEAP.
FNNSCALENDAR	Lists the cycle numbers for transactions with the TOP interface.
HOLIDAY	List of state and federal holidays.
LIHEAPPOINTVALUE	Indicates the dollar value for a LIHEAP point.
PARIS send file	Send PARIS file to federal government.
Production Calendar	Update production calendar for next year.

