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.

Phone: (505) 827-7250 Fax: (505) 827-7203

28	21	14 ADMIN Renewal Task Generated	7		SUNDAY	
29	22	15 HOLIDAY Martin Luther King Day	8	1 HOLIDAY New Year's Day	MONDAY	
30	23	16	9	2 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	TUESDAY	
31 Monthly Issuance Month End	24	17	10	3	WEDNESDAY	January 2018
	25	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	11	4	THURSDAY	18
	26	19	Rollover sanction/remove TANF from SNAP	5	FRIDAY	
	ASPEN Available	20 ASPEN Available	ASPEN Unavailable ADMIN Renewal Processing IR/PR Packets Mailed	6 ASPEN Available	SATURDAY	

^{*} ASPEN Daily regular Batch runs every day from Monday through Saturday. (Limited batch runs on Sundays)
* ASPEN Down at 6:45 PM Daily

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25	18	ADMIN Renewal Task Generated			SUNDAY	
26	19	Rollover sanction/remove TANF from SNAP	5		MONDAY	
27	20	13 IR/PR Packets Mailed	6		TUESDAY	H
28 Monthly Issuance Month End	21	14	7		WEDNESDAY	February 2018
	22	Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	∞	1 Month Begin Reports Generated GA Disability IR/PR Packets Mailed	THURSDAY	18
	23	16	9	2	FRIDAY	
	24 ASPEN Available	ASPEN Available	ASPEN Unavailable ADMIN Renewal Processing IR/PR Packets Mailed	3 ASPEN Available	SATURDAY	

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29	22	15	∞	Month Begin Reports Generated GA Disability IR/PR Packets Mailed	THURSDAY
30	23	16 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	9	2	FRIDAY
31 ASPEN Available Monthly Issuance Month End	24 ASPEN Available	17 ASPEN Available	ASPEN Unavailable Admin Renewal Processing	3 ASPEN Available	SATURDAY

^{*} ASPEN Daily regular batch runs every day from Monday through San * ASPEN Down at 6:45 PM Daily * Auto denial/closure jobs are on hold (e.figning no

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	26	19	12 Rollover Sanction/Remove TANF from SNAP	Ci	THURSDAY
	27	20	13 IR/PR Packets Mailed	ASPEN Down at 6PM	FRIDAY
	28 ASPEN Available	21 ASPEN Available	14 ASPEN Unavailable Admin Renewal Processing	7 ASPEN Available	SATURDAY

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30	23	16	9	2	WEDNESDAY	May 2018
31 Monthly Issuance Month End	24	17	10	3	THURSDAY	
	25	18 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	11	4-	FRIDAY	
	26 ASPEN Available	ASPEN Available	ASPEN Unavailable Admin Renewal Processing Rollover sanction/remove TANF from SNAP	ASPEN Available	SATURDAY	

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10 ADMIN 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 ASREN Available
17	18	19	20	21	22	23 ASREN Available
24	25	26	27	28	29	30 ASPEN Available Monthly Issuance Month End

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26	19	12 Mass update to Rollover Sanction/Remove TANF from SNAP	Un	THURSDAY	
27	20	13 IR/PR Packets Mailed	6	FRIDAY	
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	30	23	16	9	2	THURSDAY
	31 Monthly Issuance Month End	24	17 Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	10	3 ASPEN Down at 6PM	FRIDAY
		25 ASPEN Available	18 ASPEN Available	ASPEN Unavailable Process Admin Renewal	4 ASPEN Available	SATURDAY

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9	10	11	12 Mass update to Rollover sanction/remove TANF from SNAP	13 IR/PR Packets Mailed	14	ASPEN Available
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7	8 HOLIDAY Columbus Day	9	10	11	12 Mass update to Rollover sanction/remove TANF from SNAP	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
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25	18		4			
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26	19	12 HOLIDAY Veterans Day (observed)	S		MONDAY	
27	20	13 Mass update to Rollover sanction/remove TANF from SNAP	6		TUESDAY	No
28	21	14 IR/PR Packets Mailed	7		WEDNESDAY	November 2018
29	22 HOLIDAY Thanksgiving Day	15	8	Month Begin Reports Generated GA Disability IR/PR Packets Mailed	THURSDAY	18
30 Monthly Issuance Month End	23 HOLIDAY Presidents Day (Observed)	16	9	ю	FRIDAY	
-	24 ASPEN Available	ASPEN Available Last Day to Make Changes Case Closures Effective Month End IR Warning Notices Mailed	10 ASPEN Unavailable Process Admin Renewal	3 ASPEN Available	SATURDAY	

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	31 Monthly Issuance Month End	24	17	10	Ç.		MONDAY	
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		26	19	12 Mass update to Rollover sanction/remove TANF from SNAP	UI		WEDNESDAY	December 2018
		27	20	13 IR/PR Packets Mailed	6		THURSDAY	2018
		28	21	14	7 ASPEN Down at 6PM		FRIDAY	
0.23		29 ASPEN Available	ASPEN Available	ASPEN Available	8 ASPEN Unavailable Process Admin Renewal	ASPEN Available ASPEN Available Month Begin Reports Generated GA Disability IR/PR Packets Mailed	SATURDAY	

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RT Table / Action Name	Description
1099 TO LIHEAP PROVIDERS	Generate annual 1099s for LIHEAP vendors.
BIANNSCHOOLSUBSIDY	This reference table indicates the month (along with the conditions) for which clothing allowance benefits are to be issued.
BICUTOFFDATE	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.
EDCOLAMULTIPLIER	COLA multiplier for RSDI individuals.
EDFINPARMS	Income and deductions parameters for Cash and FIP-related Medicaid.
EDFMALIMITS	Income limits for family (FIP-related) Medicaid.
EDFSLIMITS	SNAP income limits and max allotment values.
EDFSPARMS	Income and deduction parameters for SNAP.
EDFSSTDS	SNAP standard deduction amount.
EDLIFEESTATEFACTOR	Life estate factor for calculating divestment.
EDLIHEAPENRGYPOINTS	Indicates the number of LIHEAP points a household is eligible for based on the groups utility expense.
EDLIHEAPINCPOINTS	Indicates the number of LIHEAP points the household is eligible for based on the household income.
EDLTCLINITS	Income limits for SSI-related Medicaid and Medicare Cost Sharing types of assistance.
EDLTCPARAIS	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.
EDNEGACTIONDATE	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.
EDRSCPARMS	Resource parameters.
EDSERPAYSTDRELMAX	Net Standard income limits for LIHEAP.
FNSCALENDAR	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.