

Michelle Lujan Grisham, Governor David R. Scrase, M.D., Secretary Karmela Martinez, Acting Director

General Information Memorandum

ISD-GI 19-32

TO:

ISD Employees

FROM:

Karmela Martinez, Acting Director, Income Support Division

DATE:

May 15, 2019

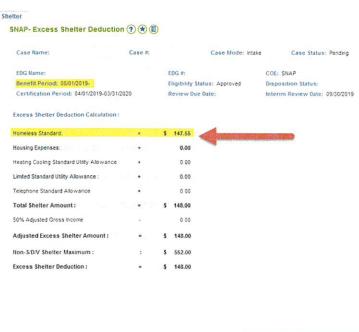
RE:

Homeless Shelter Standard

This GI is to update the amount of the Homeless Shelter Standard from \$143.00 to \$147.55 effective 5/1/19.

A household in which all household members are defined as homeless, in accordance with 8.139.100.7 A(44) NMAC, shall be allowed the homeless shelter standard if the household incurs any shelter expenses at any time during the month.

The Food and Nutrition Services (FNS) in the Agriculture Improvement Act of 2018, Section 4004 increased the amount of this deduction. The deduction is reflected in ASPEN on the Excess Shelter Deduction Calculation Screen when running eligibility, please see the screen shots below.

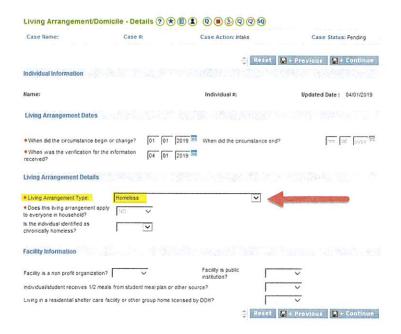


Previous Eligibility Summary

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

When conducting the interview with the applicant, if the applicant has identified as being homeless and meets the definition in NMAC, meaning an individual who lacks a fixed and regular nighttime residence, the following steps will be taken:

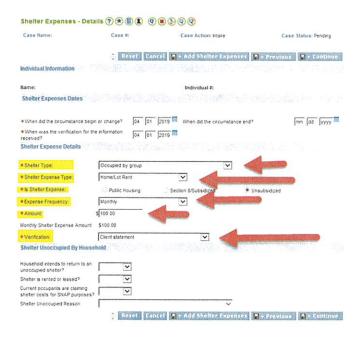
1. In the Living Arrangements/Domicile – Details screen mark the living arrangement type as homeless.



- 2. If the customer indicates they have out of pocket shelter expenses, update the Shelter Expenses Details screen in the following way:
 - a. Update the "Shelter Type" to the appropriate selection
 - b. Update the "Shelter Expense Type" to the appropriate selection
 - c. Update the "Is Shelter Expense" radio buttons to the appropriate selection

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- d. Update the "Expense Frequency" to the appropriate selection
- e. Update the "Amount" field with the amount specified by the customer
- f. Update the "Verification" dropdown with the appropriate selection



If you have questions regarding this GI, please contact Monica A. Sandoval at (505) 827-7254 or by e-mail at Monica.Sandoval@state.nm.us.

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