
Interim Policy & Procedure Memorandum

ISD IPP 17 - 03

TO: ISD Employees

FROM: Mary Brogdon, Division Director

RE: Mandatory Verification Process between Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Programs on Indian Reservations (FDPIR)

DATE: September 7, 2017

This IPP rescinds IPP 15 – 01 previously issued on January 2, 2015, and is written to update and clarify the mandatory requirements set forth by the Code of Federal Regulations (CFR) regarding cross-program checks/validation between SNAP and FDPIR.

- Per Federal regulation 7 CFR 281.1(c) no household may participate simultaneously in SNAP and FDPIR. 7 CFR 273.11(k) prohibits participants disqualified for an IPV from SNAP or FDPIR from participating in the alternate program while disqualified.
- SNAP and FDPIR programs are required to complete cross-program/validation checks at Initial Application, Interim Report and Recertification.

While all ISD Offices and the Customer Call Center (CSC) are required to perform cross-program checks, at this time it is essential that the following 11 ISD County Offices located within FDPIR service areas perform cross-program/validation checks:

Cibola County	McKinley County	Rio Arriba County
Sandoval County	Taos County	San Juan County
Santa Fe County	Socorro County	SW Bernalillo County
Valencia County – North & South		

Attached is the process for mandatory cross-program/validation checks to be used at Initial Application, Interim Reporting and Recertification.

For questions regarding this IPP, please contact Rita A. Paz via e-mail at rita.paz@state.nm.us or by telephone at 505-827-7286.

VALIDATION PROCESS

ISD County Offices within Food Distribution Program on Indian Reservations (FDPIR) Service Areas

Through Memorandums of Agreement with New Mexico's Indian Tribal Organizations (ITO's) and the Code of Federal Regulations, New Mexico SNAP and FDPIR are mandated to perform cross-program checks to alleviate dual participation and eligibility of Intentional Program Violators.

Cross-program checks are to be completed for all applicants and household members residing on reservations, tribal lands and in designated areas within a 15 mile radius of a Native American Pueblo. Validation is required at Initial Application, Interim Report and Recertification for all household members (including minors).

The following process is to be used for Income Support staff when validating receipt or non-receipt of FDPIR benefits:

1) Determine which FDPIR site is to be contacted to validate receipt or non-receipt of FDPIR benefits.

Some County Offices may have 2 FDPIR sites within their service areas and must contact both sites to validate. Attachment A lists correlations of FDPIR sites and ISD County Offices.

2) Provide the reviewer with the following information for the individual whom validation is requested:

- SSN
- First/Last name of Individual at the request of the FDPIR Reviewer
- Repeat this step for each applicant/household member for whom SNAP is requested

3) The reviewer will provide the status for each individual:

- Receipt/non-receipt/pending status/case closure
- IPV status (if applicable)
- Certification period (if applicable)
- Closure date (if applicable)

4) Document information to be provided in Case Comments:

- Receipt/non-receipt/pending status/case closure and IPV status if applicable
- Name of FDPIR site providing validation and reviewer's name
- Names of members validated: (first names of individuals)

Example: *SNAP validation this date of (receipt/non-receipt) of FDPIR benefits from (FDPIR site) by (reviewer's name).*

Household members validated: (first names of individuals)

5) If the reviewer indicates overlapping certification between SNAP and FDPIR, send the case number & FDPIR site name via e-mail for review to hsd-isd.pc@state.nm.us. Please do not use SSN's or participant name in your e-mail or subject line.

6) Dual participation and any issues that may arise will be discussed and resolved between ISD FDPIR Liaison and FDPIR Executive Directors or their designated representatives. County Offices with confirmed Dual participation will receive a memorandum narrating the outcome of the case review and resolution for case disposition. Please note that in instances of dual participation Federal Regulations require that any benefit issued to a household has to be recouped, regardless of the amount.

7) When in doubt...ask. (Terry Lovato – 505-827-3142; Rebecca Larranaga – 505-827-7254; Rita Paz - 505-827-7286)

*The FDPIR Reviewer list is updated frequently; please remember to utilize the most current listing provided by PPDB. Please note that Reviewers are the primary initial point of contact.

PUEBLO FDPIR SITES

Currently there are 9 FDPIR sites serving Native Americans in New Mexico, two of which are in Arizona and border New Mexico.

Following is a list of the FDPIR sites and their service areas:

Eight Northern Indian Pueblos Council, Inc. (ENIPC)

Location: Santa Fe County – Nambe, NM

Service areas: Nambe, Tesuque, Pojoaque, San Ildefonso, Santa Clara, Ohkay Owingeh (San Juan), Taos, Picuris. (*NOTE: This FDPIR site also serves Native Americans and Non-Native Americans residing with a Native American residing within a 15 mile radius of the aforementioned Pueblos.*)

Five Sandoval Indian Pueblos, Inc. (FSIP)

Location: Sandoval County - Bernalillo, NM

Service areas: Cochiti, Jemez, Zia, Sandia, Santa Ana, Santo Domingo, San Felipe, Isleta, Valencia County (*NOTE: Native Americans regardless of Tribal affiliation residing off Pueblos or Reservations throughout Valencia County are eligible to obtain FDPIR benefits through Five Sandoval Indian Pueblos, Inc.*)

Zuni

Location: McKinley County

Service area: Zuni Pueblo

Acoma

Location: Cibola County

Service areas: Acoma Pueblo and Laguna Pueblo; Bibo, Bluewater Village, Cubero, Grants, Milan, San Fidel, San Rafael, and Seboyeta. *This site serves Laguna and Acoma Pueblo Tribal members residing off the Pueblos in the areas mentioned above.*

NAVAJO NATION FDPIR SITES

Navajo Native Americans residing on reservation land apart from the main Navajo Reservation must travel to Crownpoint, Kirtland, and Mexican Springs in New Mexico or Ft. Defiance and Teec Nos Pos in Arizona to apply for and obtain benefits.

Crownpoint

Location: McKinley County – Crownpoint, NM

Service areas: Canonicito (To Reservation in Bernalillo County Alamo Reservation in Socorro County, Torreon, Pueblo Peintado; Baca, Thoreau, Standing Rock, Mariano, Little Lake, Crownpoint area

Mexican Springs

Location: McKinley County 32 miles North of Gallup area

Service areas: Ramah Reservation, Naschitti, Crystal, Navajo, Standing Rock, Church Rock, Pinedale, Bread Springs, Red Rock, Manuelito, Tsayatoh, Iyanbito, Tohatchi, Rock Springs, Chichiltah, Twin Lakes, Mexican Springs, Coyote Canyon

Kirtland

Location: San Juan County Kirtland, NM

Service areas: Counselor, Nageezi, Huerfano, Sheep Springs, Burnham, Newcomb, Two Gray Hill, Anostee, Farmington, Bloomfield, Atec, Flora Vista, La Platte, Kirkland, Upper and Lower Fruitland, Nenahnezad, Shiprock, Cudeii, Beclahbeto

Ft. Defiance, AZ

Location: 6 miles Northeast of Shiprock, AZ

Service areas: Bluff, UT; Oljato UT; Kayenta, AZ; Rough Rock, AZ; Dennehotso AZ; Lukachukai, AZ; Round Rock, AZ; Rock Point, AZ. **While this site is located in AZ, NM residents may access FDPIR benefits at this site.*

Teec Nos Pos, AZ

Location: 50 miles Northwest of Shiprock

Service areas: Blue Gap, Chinle, Cornfield, Cottonwood, Crystal, Ft. Defiance, Ganado, Houck, Kinlichee, Klagetoh, Lukachukai, Lupton, Navajo, Nazlini, Oak Springs, Pinon, Red Lake, Salina Springs, St. Michaels, Sawmill, Many Farms, Tsaile, Wide Ruins, Newlands.

**While these sites are located in AZ, Navajo members from NM may access FDPIR benefits at this site.*



HUMAN SERVICES
DEPARTMENT
Susana Martinez, Governor
Brent Earnest, Secretary
Mary Brogdon, Division Director

Income Support Division
2009 Pacheco
PO Box 2348
Santa Fe, NM 87504
Phone: (505) 827-7286
Fax: (505) 827-7259

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATION (FDPIR) Site
& SNAP County Office Correlation**

Eight Northern Indian Pueblos Council, Inc., FDPIR Site		
Perry Martinez, Executive Director PO Box 696; San Juan Pueblo, NM 87566 Physical Address: 362 State Road 503; Santa Fe, NM 87506	Cell: (505) 927-5708	505-455-2289 x 108
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 6:00 M - TH OFFICE CLOSED FRIDAYS	Adm. Asst: Diandra Medina	x 102
	Reviewer: Leandra Gallegos	x 103
	Reviewer: Valeen Martinez	x 104
	Reviewer: Daniel Cordova	x 103
	Reviewer: Angelo Padilla	x 101

***ISD Offices: Santa Fe, Taos, & Rio Arriba

Site Exception: Provides benefits to Native Americans and Non-Native Americans living with a Native American and residing within a 15 mile radius of one of the following Pueblos: Taos, Picuris, San Juan (Ohkay Owingeh), Tesuque, Santa Clara, San Ildefonso, Nambe & Pojoaque. Certificate of Indian Blood (CIB) is required.

Five Sandoval Indian Pueblos Council, Inc., FDPIR Site		
Florence Calabaza, Executive Director 960 D Highway 550; Bernalillo, NM 87004	FDPIR Cell: 259-7356	505-867-3710 x 213
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 6:00 M – TH OFFICE CLOSED FRIDAYS	Reviewer: Pauline Vigil	x 212
	Reviewer: Vacant	x 210
	Reviewer: Mallory Chavez	x 214

***ISD Offices: Valencia South, Valencia North (Native Americans regardless of tribal affiliation residing in Valencia County off tribal lands are eligible to apply for FDPIR), SW Bernalillo & Sandoval

Zuni FDPIR Site		
Beatrice Panteah, Executive Director PO Box 339; Zuni, NM 87327 Physical: 103 7 th Street; Zuni, NM 87327		505-782-4463 x 224
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 5:00 M - F	Reviewer: Tylia Lunacee	x 226
	Reviewer: Meleri Peynetsa	x 223

***ISD Office: McKinley

Acoma FDPIR Site		
Connie Martinez Executive Director PO Box 449; Pueblo of Acoma, NM 87034 Physical: 53 Pinsbaari Drive Acoma, NM 87034	Cell: 505-206-7947	505-552-5107
(Service Area includes: Laguna)	Reviewer: Lorie Vicente	505-552-5108
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 4:30 M – TH OFFICE CLOSED FRIDAYS	Reviewer: Vacant	505-552-5108
	Reviewer: Vacant	505-552-5108
	Closed Fridays for Home Delivery Closed 1 st Business Day of each Month Closed 1 st Wednesday Month for Truck Delivery	

***ISD Office: Cibola



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PO Box 2348
Santa Fe, NM 87504
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Navajo Nation
Claudeen Tallwood Executive Director Window Rock, AZ

Crownpoint FDPIR Distribution Center		
Rita Donaghey - Site Manager PO Box 2083; Crownpoint, NM 87313; Physical: 2461 Coal Country Road; Crownpoint, NM 87313		505-786-2361
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 5:00 M - F	Reviewer: Arlene Becenti	x 2321
	Reviewer: Vacant/Hiring	x 2280
	Reviewer: Vacant/Hiring	x 2323

***ISD Offices: SW Bernalillo, McKinley, & Socorro

Kirtland FDPIR Distribution Center		
Zonnie Owens - Site Manager PO Box 1917; Kirtland, NM 87417 Physical: 4080 Highway 64; Kirtland, NM 87417		505-598-9736 x 13
OFFICE HOURS: 8:00 -12:00 & 1:00 – 5:00 M - F CLOSED: Last Business Day of Month 2 ND Monday of Month / In-service	Office Asst: Georgina Gillwood	x 10
	Reviewer: Geneva Nakaidinae	x 11
	Reviewer: Michelle Collins	x 12

***ISD Office: San Juan & Sandoval

Mexican Springs FDPIR Distribution Site		
Beau Bitsie - Site Manager PO Box 134; Tohatchi, NM 87325 Physical: 3 Miles West of Mile Marker 18 Highway 491		505-733-2853
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 5:00 M - F	Reviewer: Deanna Silver	505-733-2854
	Reviewer: Marlinda Nez	505-733-2858
	Reviewer: Jessie Woodie	505-733-2852

***ISD Office: McKinley



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 Fax: (505) 827-7259

Ft. Defiance (AZ) FDPIR Distribution Site		
Emerson ManyGoats - Site Manager PO Box 1390; Window Rock, AZ 87515 Physical: ¼ mile East of NTUA Headquarters on Rt. 12		928-729-4212
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 5:00 M - F Closed 3:00 Next to Last Day of Month & Entire Last Day of Month	Nutritionist: Vacant	928-729-4212
	Reviewer: Lolinda Leigh	928-729-4207
	Reviewer: Fannie Williams	928-729-4210
	Reviewer: Clothilde Nez	928-729-4208
	Reviewer: Sophie Sage	928-729-4022

***ISD Office: McKinley

Teec Nos Pos (AZ) FDPIR Distribution Site		
Narbona Jim - Site Manager PO Box 919; Teec Nos Pos, AZ 86514 BIA –Road North 5114; Teec Nos Pos, AZ 86514		928-656-3651
OFFICE HOURS: 8:00 – 12:00 & 1:00 – 5:00 M – F	Reviewer: Karen Kady	928-656-3650
	Reviewer: Pauleen Kee	928-656-3650
	Reviewer: Sara Moone	928-656-3650
	Reviewer: Matilda King	928-656-3650
	Reviewer: Louise Yazzie	928-656-3650
	Reviewer: Norman Joe	928-656-3650

***ISD Office: McKinley

NOTE: Reviewers are the first Point of Contact.

FDPIR Managers/Directors are to be contacted only after attempting to contact all other reviewers

Revised: August 1, 2017