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## General Information Memorandum

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**ISD-GI 15-21**

**TO:** ISD Employees  
**FROM:**  Marilyn Martinez, Director, Income Support Division  
**RE:** Waiver Averaging Student Work Hours  
**DATE:** April 8, 2015

Effective March 1, 2015, FNS has approved a waiver allowing HSD to average student work hours for the purpose of determining student eligibility.

Under this waiver, students whose employment hours fluctuate from week to week, will be considered to have met the minimum work hour requirement as long as the student maintains an average of 20 hours per week in a month or a total of 80 hours in a month.

The County Offices must review student work hours at recertification or when the student reports any changes in work hours to correctly inform the student of their eligibility status. Students certified under this waiver still need to meet all other applicable SNAP eligibility requirements.

### **ASPEN Impact**

ASPEN has been updated to reflect these changes and will allow the averaging of income for students; no IBP will be necessary to implement the changes

If there are any questions regarding this GI please contact Marisa Vigil at [Marisa.Vigil@state.nm.us](mailto:Marisa.Vigil@state.nm.us) or via telephone at 505-827-1326.