




HUMAN SERVICES
DEPARTMENT

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

General Information Memorandum

ISD-GI 18-27

TO: ISD and NM Works Provider Employees
FROM:  Mary Brogdon, Director, Income Support Division
RE: Second Request Process for Education Works Program (EWP)
DATE: October 22, 2018

This GI is to clarify the procedure for current Education Works Program (EWP) participants who are requesting a second extension for EWP.

EWP provides state funded cash assistance to a benefit group where at least one individual is enrolled full-time, as defined by the educational institution, in a post-secondary, graduate or post-graduate institution. The applicant or recipient must be otherwise eligible for New Mexico Works cash assistance, but chooses to participate in EWP.

A recipient may participate in EWP for no more than 24 months, whether or not consecutive except that:

- A recipient may participate in EWP for one additional academic term following the 24 month participation limit, if it will result in the recipient earning a degree; or
- A recipient may participate in EWP for two additional academic terms following the 24 month participation limit, if it will result in the recipient earning a degree. The ISD Division Director or designee will review the request and make a determination to approve or deny the extension request.

New Mexico Works (NMW) Service Provider Responsibilities

1. NMW Service Provider will review the recipient's request and determine if EWP should continue.
2. NMW Service Provider will gather all the supporting documents to show that the individual is on the path to obtain a degree.
3. NMW Service Provider will request a letter or academic plan from the institution's Academic Advisor verifying when the degree will be obtained.
4. NMW Service Provider will inform the ISD County Director.

ISD County Director Responsibilities

1. The CD will review the supporting documents that have been provided by the NMW Service Provider to verify that the degree will be obtained.
2. The CD will submit an email to Policy & Program Development Bureau (PPDB) at HSD-ISD.PC@state.nm.us and include the Regional Office Manager (ROM) and the NMW Provider Program Supervisor.
3. The email must include: EWP Extension Request on the subject line and the case number.
4. PPDB will review the request and work with the CD.

ISD Director or Designate Responsibilities

1. The ISD Director or designee through PPDB will review the supporting documents to approve or deny the request for the Second extension. PPDB will make the determination to extend or deny the request and will notify the CD and NMW Service Provider.

If you have any questions regarding this GI, please contact Patricia R. Lucero at 505-827-7780 or PatriciaR.Lucero2@state.nm.us.